

COMMITTEE UPDATE

October 28, 2022

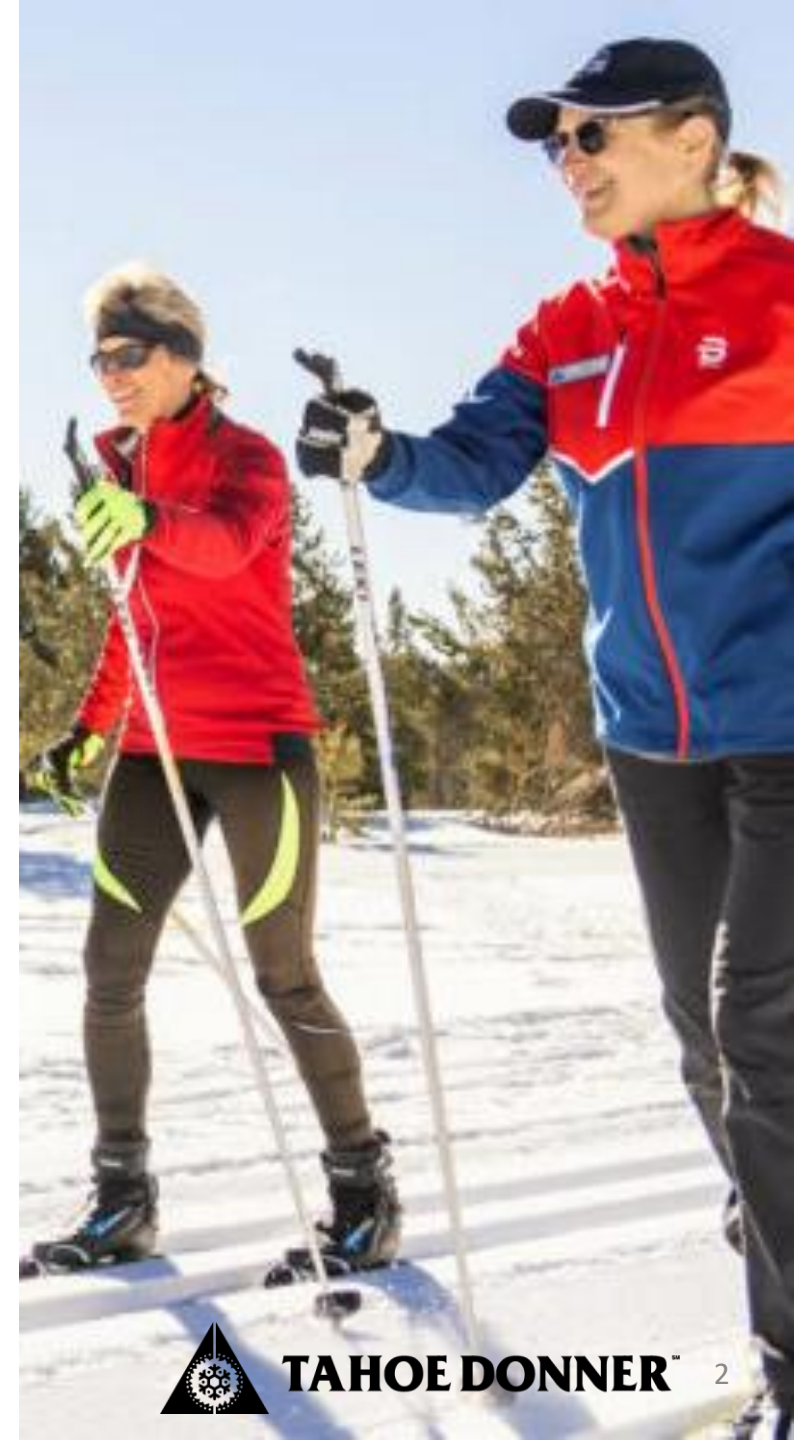


BACKGROUND

Tahoe Donner has several active committees made up of members who are in good standing with the association

By collaborating with the Board of Directors and staff, committees work to:

- Administer, assess and enforce association rules
- Provide financial advice and analysis
- Help plan for the future of the association



ACTIVE COMMITTEES

- Architectural Standards
- Covenants
- Elections
- Finance
- Giving Fund
- Long-Range Planning
- Trails and Open Space



COMMITTEE GOVERNING DOCUMENTS

Covenants & Restrictions (C&Rs) + Bylaws

membership approved

Committee Policy (Resolution 2021-5)

developed collaboratively by staff and Board; approved by the Board

Committee Charters

developed collaboratively by staff, committees and Board; approved by the Board

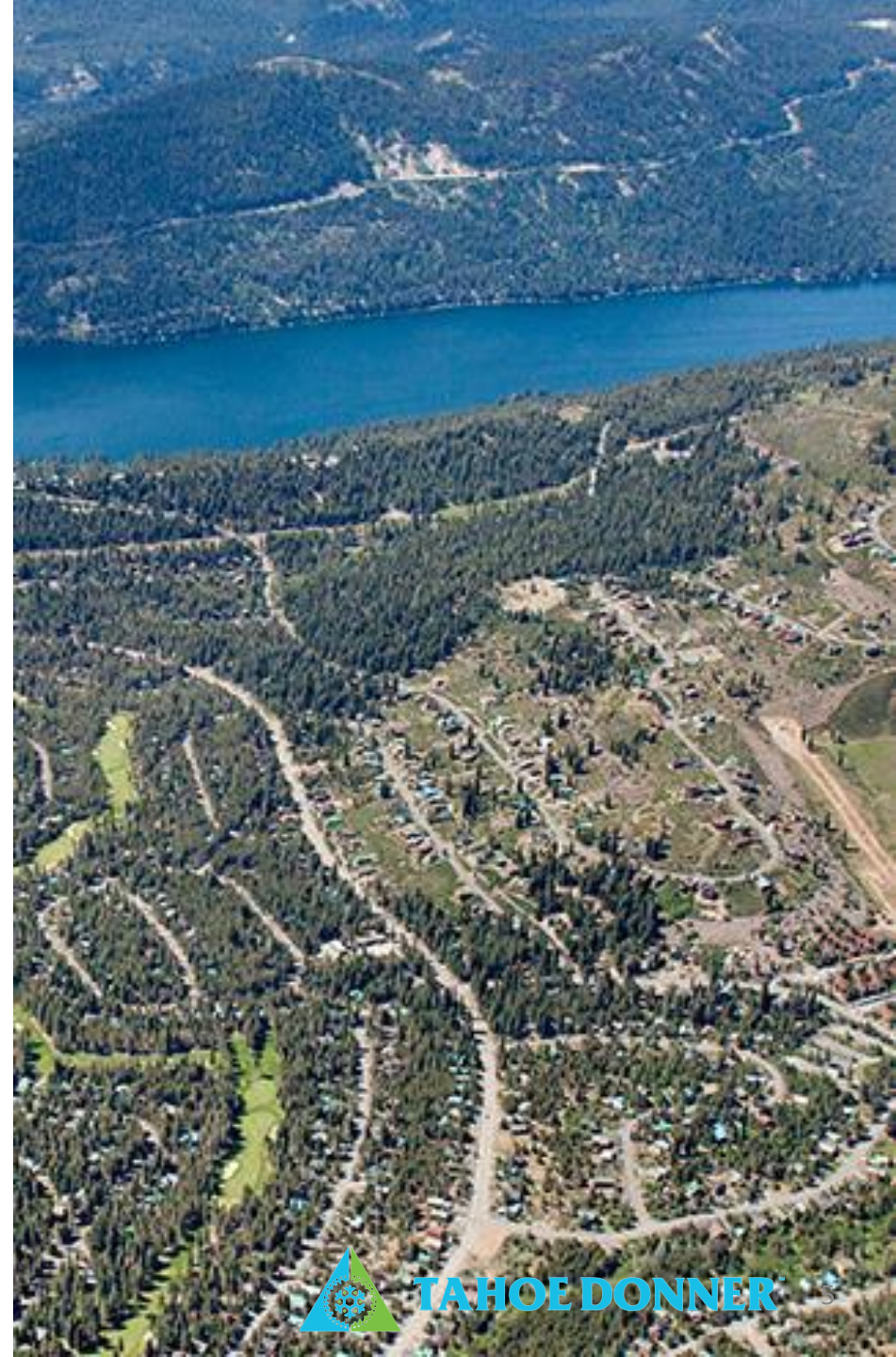
Committee Internal Operating Procedures

developed by staff and committees and provided in Committee Charter approved by the Board



COVENANTS & RESTRICTIONS (C&Rs) + BYLAWS

- Provide for the establishment of committees, with parameters
- Specifically address factors within select committees:
 - Architectural Standards Committee
 - Elections Committee
 - Covenants Committee



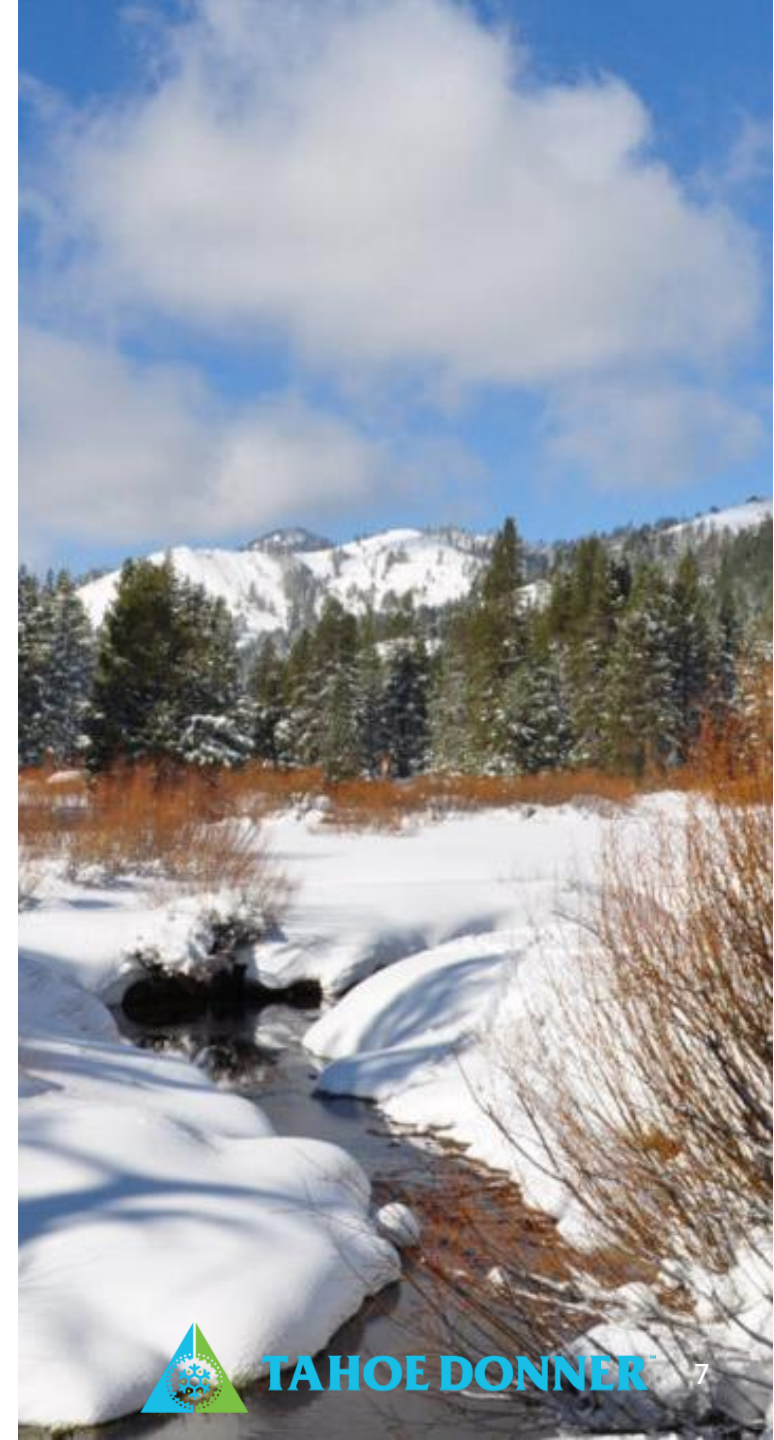
COMMITTEE POLICY (RESOLUTION 2021-5)

- Committee Charters
- Committee Leadership
 - Chair
 - Staff Lead
 - Chair and Staff Lead are co-equal committee leaders
- Board Liaison
 - Not a committee member
 - Facilitates communications between the committee and the Board



COMMITTEE TIMELINE OF EVENTS

- Through October: Create Personnel Reports and Committee Supplemental Application Forms
- Nov. 1: Applications due
- Nov. 18: Board receives applications and reports
- Dec. 9: Committee task lists due
- Dec. 16: Board makes committee appointments and approves committee annual task lists
- Jan. 27: Committees establish calendars, elect chairs and ratify chairs



PERSONNEL REPORT + TIMELINES



OUTREACH

- Updated on each committee's webpage as needed
- Shared in all Tuesday eblasts
- since March 15, 2022
- Included in October GM eblast
- Posted on Nextdoor in October



PERSONNEL REPORT

- Describes the committee's current personnel needs and any special qualifications necessary to satisfy those needs
- Supports the application process for open vacancies or termed-out members
- Application link is on the website:
<https://www.cognitofrms.com/TahoeDonnerAssociation/TahoeDonnerAssociationCommitteeApplicationForm>
- Finance and Trails and Open Space Committees have Supplemental Applications:
<https://www.cognitofrms.com/TahoeDonnerAssociation/FinanceCommitteeSupplementalApplicationForm> and
<https://www.cognitofrms.com/TahoeDonnerAssociation/TrailsOpenSpaceCommitteeSupplementalApplication>



COMMITTEE PERSONNEL REPORT REQUIREMENTS

- Write up Personnel Report by Nov. 9 for Nov. 18, 2022 Board meeting
- Provide appointment openings, along with Term Classes, to Executive Assistant by Nov. 9 for Nov. 18, 2022 Board meeting



COMMITTEE TASK LIST + TIMELINES



COMMITTEE PERSONNEL REPORT REQUIREMENTS

- Create Annual Task List draft by Nov. 9 for Nov. 18, 2022 Board meeting
- Submit final 2023 Annual Task List by Dec. 7 for Dec. 16, 2022 Board meeting



ANNUAL TASK LIST BACKGROUND + OVERVIEW

- Board and staff create an annual workplan to establish the priorities of staff as they relate to accomplishing the 5-Year Strategic Plan
- Once the 2023 Workplan has been adopted, per Committee Policy Resolution 2021-5, the committees' annual task lists are developed to generally support the workplan

Best practice is to be highly focused and consistent with the association's Board-adopted workplan



COMMITTEE TASK LISTS



THANK YOU

