

White Mountain Vacation Village Recreational Subdivision Association

Advisory Committee Charter

I. PURPOSE

The Advisory Committee ("Committee") shall participate at the will of the Board of Directors on all matters within the community.

II. TYPE

The Advisory Committee will be a standing committee.

III. COMMITTEE STRUCTURE

1. Membership:

- Any Association member in good standing may join this committee.
- Residents from the same dwelling may not serve concurrent terms on the same committee
- The Association President, with input from the Committee Chairperson, shall appoint Committee members who have completed a Volunteer Interest Form with approval of the Board of Directors.
- Board members are allowed to be active members of the Committee, including holding chair positions.
- The Committee shall consist of no more than seven (7) members.
- If the Committee has no active members the Board may vote to appoint an Association member in good standing to become an active member of the Committee effective immediately.
- The Board may appoint one of its members to be a liaison to the Committee.
- The Committee may be dissolved and Committee members may be removed at any time at the sole discretion of the Board of Directors. The Board of Directors may dissolve or remove members from any ad hoc committee formed by the Committee.

2. Funding:

- All Committee expenditures shall be approved by the Board of Directors prior to the expense. All receipts for expenditures must be submitted within 60 days of the expense.

3. Officers:

Committees are advisors to the Board of Directors. Their primary role is not to establish policies, but rather to provide information and options to enable the Board to make fully informed decisions for the Association. The Board of Directors has the right to take action or make decisions without involving any Committee and to take action or make decisions which are contrary in whole or in part to the Committee recommendations.

Though Committee officers do have special duties to perform, their position does not afford them special consideration, privileges, or voting rights above and beyond regular members. Every volunteer on the Committee has an equal right to express their opinions and ideas as how to best serve the interests of the community.

The role of the Committee members is to work together in a cooperative and open manner to complete the objectives of the Committee.

4. Committee Chair Duties

- a. The Association President shall appoint the Chairperson of the Committee.
- b. The role of the Chairperson is to draft the agenda, schedule the meetings, and ensure the meetings are professional and efficient.
- c. Ensure all Committee members are informed of current events in regards to the Committee.
- d. Act as a liaison between the Committee, the Board of Directors and the Community Manager.
- e. Be present at Committee meetings and prepare a report of activities and recommendations for presentation at Board meetings.
- f. Appoint ad hoc committees when necessary to study complex matters on behalf of the Committee at large and be responsible for returning a completed committee charter form and volunteer interest forms for such committees to the Board of Directors. The ad hoc committees will report back to the Committee and the Committee will report back to the Board of Directors according to the terms of this charter.

IV. MEETINGS

1. Committee Meetings

Committees will meet once per quarter or when appropriate to their assignment. The meeting should take place at the time, place and discretion of the Committee. Notice of the date, time and location of meetings must be provided to the Community Manager or Board of Directors at least five (5) days before the meeting. A designated person on the Committee will take notes or minutes, which will be given to the Board and Community Manager for appropriate recordation and/or filing.

2. Board Meetings

Board meeting agenda will have a place for receipt of committee reports. Committee Chairs are not required to be at the Board meeting unless requested by the Board. If a committee has an issue or request which requires Board action, the Committee Chair or representative may appear before the Board under the committee report agenda item to make the request.

3. Annual Meeting

The Committee Chair shall attend the Association annual meeting and prepare and give a yearly report to the Association.

V. RESPONSIBILITIES AND DUTIES

1. To advise, assist and make recommendations to the Board of Directors in developing, budgeting, long range planning and policy development for the Association. All recommendations must be formalized and submitted in writing to the Board.
2. To coordinate with the Board, Community Manager and other Committees, and keep the homeowners of the community informed of internal events or management matters in a timely manner.
3. To provide written documentation to the Community Manager of any concerns which require attention from the Board of Directors or the Management Company; those items will then be forwarded to the Board for review.
4. The Committee, neither as a whole nor as individual members, has the authority to give directions or instructions to contractors, management or employees, nor seeks bids for goods or services without prior Board approval.