

Statement of Purpose and Policies for Committees

Committees offer members an opportunity to serve Thornhill, have a voice in how the community is managed and help guide its future. They also provide an excellent way to get involved, meet neighbors and make new friends.

Purpose of Committees

The community elects the Thornhill Board of Directors to manage the affairs of the TCA. The role of committees is to assist the Board by gathering information, performing specific tasks or projects, and serving in an advisory capacity on topics of community interest.

Some committees in Thornhill are organized permanently as a part of our Bylaws. These include the Nominating and Architectural Control Committees (ACC). The purpose and guidelines for these committees are spelled out in the governing documents, and their mission remains consistent regardless of Board resolution or transition.

All other Thornhill committees are created by resolution of the Board of Directors and are dissolved when they have completed their task, given their final report or by a subsequent Board resolution.

Committee Leadership

Each committee needs a Chair, which is appointed by a resolution of the Board. The committee members are free to propose their choice of a candidate for Chair from among their own members. The committees are created by the Board and they and their Chairs serve until relieved of their duties by Board resolution or by a new election of the committee's members, which is recommended to take place each year.

A member of the Board of Directors will be appointed by Board resolution as a liaison to each committee. Board liaisons are generally appointed each year at the Organization Meeting that closely follows the Annual Meeting.

In some cases, and as approved by the Board, the Director assigned as liaison may also serve as the committee's Chairman. However, whenever possible, it is preferred that a non-board member serves as Chairman. The role of the liaison is to facilitate the committee's interaction with the Board, including placing items on the Board's agenda, answering questions, communicating recommendations and the like.

Committee Membership

Committee membership is generally open to all TCA members who wish to participate. This notwithstanding, the Board may, in its discretion, reserve the right to appoint committee members by resolution or by delegating this authority to the Board liaison as circumstances and committee scope or requirements might suggest.

As the committees are created by the Board and are intended to assist it in its decision making as well as to provide a venue for community members to contribute and to have their views heard on matters of individual interest, it is imperative that committee members conduct themselves with civility, courtesy and politeness towards all whom they encounter in their committee interactions. Failure by any committee member to uphold this standard may be cause for removal from the committee. A Member may be removed under these circumstances by a vote of the Board of Directors.

In order that committees achieve broad participation, it is recommended that Members limit their participation to no more than 2 committees.

Committees typically recruit members in the fall or winter, but may add members at any time during the year. The Board liaison will make the call for volunteers and schedule a yearly organizational meeting as soon as possible after the TCA Annual Meeting.

Scope and Authority

Committees operate under mission statements and statements of scope developed and approved by the TCA Board. These define the areas of responsibility, projects or other pertinent details that must guide the committee in its work. From time to time, the Board may modify a committee's mission or scope to better meet the needs of the Association. Committee chairs and members are encouraged to bring suggestions in this regard to the Board's attention.

Any expenditure of TCA funds by a committee must first be authorized by the Board.

As committees serve only in an advisory capacity, they can make only non-binding recommendations to the Board of Directors. These should be communicated through the Board liaison who will see that items are placed on the Board meeting agenda. Requests for assistance or interaction among committees should also be coordinated through the Board of Directors.

Communications

To assist committees in accomplishing their tasks, committee Chairs will have reasonable access to the community's messaging tools. Requests to post messages via the TCA listserv, webpage, marquee or newsletter should be made to the Communications Committee Board liaison prior to distribution so the message may be validated against any communications guidelines that have been adopted and approved by the Board.

On request, the TCA webmaster will also create email listservs specific to each committee to facilitate internal member communication.

Compliance

The following are requirements of all committee members:

- No personal gain shall accrue from service on any TCA Committee.
- Committee members will avoid any conflict of interest or breach of confidentiality in carrying out their duties.

Suggestions for Committee Leaders

In order for committees to provide timely and effective help, and to ensure that volunteers' efforts are respected and appreciated, the TCA Board has some suggestions for committee Chairs. ***It should be stressed that these are guidelines and suggestions only and are not explicit requirements.*** As volunteers ourselves, we understand that committee volunteers have other demands on their time. In light of this, the Board liaison should discuss with the Chair whether the below suggestions are appropriate to the mission of the committee and which of the recommendations should apply.

The primary responsibilities of a committee Chair are to understand and carry out the committee's mission, coordinate committee affairs and ensure completion of projects and tasks. This includes meetings, records, reports, budget and compliance.

Committee Meetings

- Committee Chairs generally circulate an agenda to members prior to meetings.
- Although each committee will vary in its degree of formality, recommendations for the Board can be determined by majority vote.

Committee Records

- Committee Chairs (or someone they appoint) are encouraged to keep a written record of committee meetings, including the date, attendance, a summary of the topics discussed and any agreed actions, proposals, questions and dissenting opinions.
- Approved committee expenses and receipts should be submitted as soon as possible to the Treasurer, with an explanation of the charges. This will help the Board track expenses against the annual budget.
- At the conclusion of a committee Chair's tenure, committee records should be collected, reviewed and transitioned to the new Chair.

Committee Reports

- If the committee has not met or conducted any business since the last Board meeting, the committee Chair is welcome to submit a "Nothing to Report".
- If a report is prepared, the Committee Chair is encouraged to forward their reports to hoaboard@thornhillnc.net before each regular Board meeting. Committee chairs are also invited and encouraged to deliver reports in person so questions may be answered and the Board may recognize the committee and its members for their efforts.
- To help the Board make the best decisions, committee Chairs have a duty to report when a committee's recommendations meet with opposition in deliberations. The nature of the opposition should be stated with the committee's recommendation.
- If the Chair and Board liaison are unavailable to report at a Board meeting, the TCA Secretary will enter the Chair's written committee report into the record.
- The committee Chair is encouraged to submit a written annual report of the committee's activities during the preceding year to the Board of Directors within two weeks before each Annual Meeting. The Chair may also be invited to present this report to the membership in person.

Committees are an invaluable way to get involved, and help Thornhill grow and prosper. Thank you for your interest and all of your efforts on behalf of our community.

The Thornhill Board of Directors