

GUIDELINES FOR BOARD MEMBER LIAISONS AND  
THEIR STANDING COMMITTEES

# GUIDELINES FOR BOARD MEMBER LIAISONS AND THEIR STANDING COMMITTEES

## Introduction

A minimum of one (1) Director shall be appointed to each standing committee to serve as a member of said committee. Directors shall not compose a majority of the members of any standing committee.

Each standing committee should have one (1) Board member assigned to act as liaison to the Board.

More than one Board member may serve on the same committee, but Board members may not constitute a majority on any committee, and that further, no matter how many Board members serve on the same committee, only one Board member is designated as "Board Liaison". This does not mean that the Board Liaison must be a member of the committee, but for all practical purposes, it works out this way.

## Guidelines

The liaison system is designed to provide an improved flow of information between the Board and its advisory Committees, so that the work of both is more effective, and yes, even more enjoyable. Therefore, it is important for the Board Liaison to ensure that the line of communication to and from the Committee for which he/she is liaison is clear and accurate to the best of his/her ability to make it so. This means:

1. Each Board Liaison shall be responsible for reporting to his/her Committee any and all decisions of the Board that affect the work of the Committee. The information shall be presented clearly and fairly, and in its entirety, if requested by the Committee regardless of whether the liaison agrees with the Board majority decision, and provided that no breach of executive session activity shall occur.
2. Each Board Liaison shall be responsible for reporting all recommendations made by his/her Committee to the Board, clearly, accurately and fairly, whether or not he/she agrees with the recommendation of the Committee majority.
3. Although the Board Liaison is not an advocate for the Committee, many times his/her opinion and vote as a Committee member will coincide with that of the Committee majority. Nonetheless, even if the Board Liaison supports a recommendation made by his/her Committee when it is initially presented to the board, his/her subsequent understanding of the totality of community priorities

and budgetary needs many mean that he/she will choose to withdraw support of that recommendation during the larger decision making process. The Board Liaison is, of course, obliged to inform the Committee if he/she changes an already declared position on an issue that is a priority of the Committee.

4. Committees are always welcome, through their Chairperson or Liaison, to ask for a work session with the Board to resolve any questions or issues that in the opinion of the Committee majority can be best resolved in this manner.

# BEECH MOUNTAIN LAKES ASSOCIATION, INC.

## COMMITTEE PROGRAM

### CONTENTS

DISPOSITION OF COMMITTEE AND REPORTS AND COMMITTEE MEMBERSHIP RULES  
VOLUNTEERS NEEDED TO HELP MAKE POLICY AND YEARLY VOLUNTEER FORM  
GUIDELINES FOR BOARD MEMBER LIAISONS AND THEIR STANDING COMMITTEES

*Approved at  
May 23, 2000  
meeting*

DISPOSITION OF COMMITTEE AND REPORTS  
AND  
COMMITTEE MEMBERSHIP RULES

**DISPOSITION OF COMMITTEE AND REPORTS  
COMMITTEE MEMBERSHIP RULES**

**ARTICLE 1 – Disposition of Committee and Disposition of Reports**

- (1) The Beech Mountain Lakes Association Board of Directors and or the Community Manager shall designate all committees.
- (2) The committees shall submit each report and recommendation to the Community Manager who shall promptly make copies for immediate distribution to all members of the Board, so that they can comment, act upon the information, or advise the Board of their concerns or recommendations regarding the issue at hand.

**ARTICLE 11 – Committee Membership**

- A. No person may be a member of more than two (2)-standing committees.
- B. Each standing committee should have one (1) member assigned to Act as a liaison to the Board. The liaison will study Community Issues, Problems and Opportunities and make recommendations to the Board of Directors.
- C. No employees may be members of any committee

**ARTICLE 111 – Meetings, Rules and Reports**

**Meetings**

- A. At its first meeting after appointment by the Board in each organizational year, each committee shall set a calendar for a least four (4) meetings per year, preferably one (1) or two (2) weeks after a regular Board meeting, and submit the calendar to the Community Manager.

**Rules**

- A. All committees are required to have a mission statement.
- B. In the absence of such rules set by a committee, Robert’s Rules of Order shall prevail. Any rules adopted by a committee must be in keeping with Beech Mountain Lakes Association Bylaws.
- C. Organizational Packets that are made up by each committee will be presented to the Community Manager and the Board of Directors.

**DISPOSITION OF COMMITTEE AND REPORTS  
COMMITTEE MEMBERSHIP RULES**

- D. Rules adopted by committees may not deprive any committee member of active participation and should include procedures for:
1. Reasonable notice of meetings to all members and the Beech Mountain Lakes Association Board/Manager
  2. Cancellation of meetings.
  3. Calling emergency meetings.
  4. Quorum, if any.
  5. Minutes of meetings and their approval.
  6. Manner of transmitting reports and recommendations to the Board of Directors.
- E. Each committee will be responsible to advertise their committee meetings and special events. Advertising can be done through a newsletter to the members or by posting on a bulletin board. All publications posted on the bulletin board must be cleared through the Recreation Director
- F. No person may appear at meetings of any agency or governing body as a Representative of Beech Mountain Lakes Association without specific Board vote authorizing the selected representative to represent a specified position on a specified matter
- G. It shall be incumbent upon any Beech Mountain Lakes Association Board Member, committee member, member at large or employee, attending any meeting of any agency or governing body without such authorization, to inform such body of the lack of authority to speak for the Association on the Association" position on any matter

**Reports and Recommendations**

- A. In the interest of timely reports and recommendations from committees being received by the Board of Directors, such reports and recommendation need not be accepted minutes of committee meetings, but must be submitted in writing by the committee to the Board indicating:
1. Which Committee members were present and absent for the meeting giving rise to the report and /or recommendation
  2. Majority and minority opinions.
  3. Supporting data.
  4. Recommendations.
  5. Advantages and disadvantages.
  6. Effect and alternatives.

**DISPOSITION OF COMMITTEE AND REPORTS  
COMMITTEE MEMBERSHIP RULES**

- B. All committee reports should be submitted to the Community Manager fourteen (14) days before a scheduled Board Meeting, for transmittal to the Board ten (10) days before scheduled Board Meeting, or the Community Manager should be notified that such a report will be forthcoming so that it can be so noted on the Board Agenda.
  
- C. Standing Committees can make recommendations about bidding and purchasing for items of equipment related to their Committee assignment.

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VOLUNTEERS NEEDED TO HELP MAKE POLICY

## **Volunteers Needed to Help Make Policy**

Every year, more than 60 BMLA members join a Standing Committee and help the Board make current and future policy for BMLA. You can too.

### **ASK YOURSELF THESE TWO QUESTIONS?**

1. Do you want to have more of a voice in how BMLA operates today, more of say in helping plan for its future?
2. Can you spare a few hours a month to serve on one or more of the ten standing committees that are advisory to the Board?

### **WHAT THE STANDING COMMITTEES ARE AND WHAT THEY DO!**

The Standing Committees are Appeals: Architectural: Finance: Official Publications and Public Information (OPPI): Public Health Safety and Security, (Community Watch): Recreation, and Sports Club Committee, Pool, Rules & Regulations, Road & Maintenance, and the Lake Patrol Committee.

1. Standing Committees are advisory to the Board. They study Community issues, problems and opportunities and make recommendations to the Board about them.
2. Standing Committees also make recommendations about bidding and purchasing for items of equipment related to their Committee assignment. Here are a few examples: Recreation recommends equipment purchases for the Fitness Center: Public Safety recommends equipment purchases for use by the Security Department.
3. Topics for Committee consideration may either be assigned by the Board, or may be initiated by the Committee members.

### **SOUND INTERESTING? OK. HERE IS HOW TO JOIN**

1. If you are a member, or the spouse of a member, in good standing and not a BMLA employee, you are eligible to serve on any Committee of your choice, although no individual can serve on more than two Committees at one time.
2. There is no limit on the size of Standing Committees. You will not be turned away because other applications arrive before yours.
3. If you are interested, but don't know which Committee you might like best, read their Mission Statements and check their meeting dates at the end of this article. Then, visit as many meetings as you like between now and mid May. You can join the discussions, ask questions and then decide.

## Volunteers Needed to Help Make Policy

4. The Board will appoint Committee members at its organizational meeting each year. Your application, either a note, or the form at the end of this article should be received prior to year's end. This gives the office time to compile the appointment list in time for the Board's Organizational Meeting in January each year. Be sure to include your full name, mailing address, and daytime phone numbers, so we can be in touch with you about matters that affect your Committee, when necessary.
5. You can put your name on the list for the proposed Environmental Committee now, so that if the membership approves its information at the July Annual Meeting, your request will already be in hand.

**THE BOARD WANTS AND NEEDS YOUR INPUT! INFORMED MEMBERS SERVING ON COMMITTEES, HELPING THE BOARD, MAKE BMLA POLICY GUARANTEES A BETTER BMLA.**

### Mission Statements of Standing Committees

#### **APPEALS COMMITTEE**

It shall be the focus of the Appeals Committee to effectively handle all Appeals that are brought to its attention and to make decision in an objective and timely manner in accordance with the Deed Restrictions, Beech Mountain Lakes Association Bylaws and Code.

#### **ARCHITECTURAL COMMITTEE**

The primary responsibilities of the Architectural Committee are:

1. Review submitted plans and specifications of structures, additions, and alterations for compliance with all Building Codes applicable in Beech Mountain Lakes.
2. Periodically survey the Beech Mountain lakes properties for compliance with building codes, existing codes and report to the Community Manager.
3. Perform such other functions as directed by the Board.

#### **FINANCE COMMITTEE**

The Finance Committee will advise and assist the Board of Directors in areas of financial planning, financial management and control, responsibilities and operational process:

1. Review and analyze the annual budget. The committee, with the consent of the Board of Directors, will meet with standing committees, operating departments, to evaluate their needs in relation to available resources and community priorities for the purpose of making recommendations to the Board of Directors.
2. Make recommendations to the Board of Directors regarding financial controls, budget procedures, and accountability. Evaluate purchasing process for efficiency and effectiveness.
3. Review non-budgeted expense and make recommendations to the Board of Directors regarding adequacy and priority.

## **Volunteers Needed to Help Make Policy**

4. Analyze and create possible financial alternatives at the direct of Beech Mountain Board of Directors for financing projects or acquisitions with a goal of achieving efficiency and effectiveness.
5. Make other financial analysis or evaluations as deemed necessary.

### **HEALTH, SAFETY AND SECURITY COMMITTEE (COMMUNITY WATCH).**

To insure the Health, Safety and Security of Beech Mountain Lakes, its resident and guests, through periodic review and recommendation to the Board of Directors of pertinent issues effecting the Health, Safety and Security of all in Beech Mountain Lakes.

1. Review of Monthly Security Report
2. Review and make recommendations to the Board of Directors regarding policies, problems and issues referred by the Board to this Committee for review.
3. Ongoing review of code issues as they arise.

### **OFFICIAL PUBLICATION & PUBLIC INFORMATION COMMITTEE**

To bring timely information to members of the Beech Mountain Lakes Community in a manner that is stimulating, interesting and useful.

1. The OPPI Committee will advise and assist the Community Manager in communicating information about BMLA to the Board of Directors for publication to the membership.
2. The Committee will assist the editor in publishing our Official Publication, By the Way; make recommendations to the Board of Directors of the use of our TV Channel 13; Newsletters; Annual Handbook; Bulletin Boards, and other methods approved by the Board of Directors to carry out these communications.

### **RECREATION COMMITTEE**

The Recreation Committee shall endeavor to optimize the use of all Recreation Facilities and equipment at Beech Mountain Lakes with a goal to maximum quality. Our mandate is to advise the Board of Directors IN ALL AREAS OF Recreation and to reach all age groups with a full season Recreation Program. In carrying out its Mission, the committee's activities will include:

1. Continuous assessment of current recreational equipment, programs, services, issues and facilities.
2. Consider requests, suggestions, and needs for program improvement that includes possible elimination/addition or improvement of services.
3. Review and inspect equipment and facility needs for future replacement.
4. Plan a variety of social, recreational and athletic events during the year
5. Interact with staff and other committees to achieve quality program development.
6. Review the Association's Annual Proposed budget and make recommendations to the Finance Committee and the Board of Directors prior to the adoption of the annual budget.
7. Review of bids for repairs, equipment and facilities and recommend specific proposal to the Board.

### **ROAD & MAINTENANCE**

The Road & Maintenance committee mainly has two functions; one is to survey the Community roads and Common Grounds for repairs, which might be a hazard to the residents of Beech Mountain lakes. To bring recommendation to the Community Manager so the Board of Directors can be advised as to what repairs will need their immediate attention and what repairs can be budgeted for at a later date.

1. Periodically survey roads for repairs and inform Manager of necessary repairs.

## Volunteers Needed to Help Make Policy

2. Work with our Maintenance Department for upgrading and repairs needed at our Clubhouse and Common Areas.
3. Work up a schedule for winter and spring clear up. Present schedule to the Community Manager.
4. Obtain estimates on repairs from contractor etc., for any repairs and improvements. All estimates must be submitted to the Community Manager so the Board of Directors can be advised and approval given.

### RULES & REGULATIONS

To construct outline rules of conduct that both promote and support the safety and enjoyment of all in the Beech Mountain Lakes Community. To do this to the best of our ability in a manner consistent with common sense and the spirit of neighborly concern for all in the community

### SPORTS CLUB

To promote all sports activities, which will enhance or improve the quality of life at Beech Mountain Lakes Community. To advise and assist the Board of Directors on sports programs.

### POOL

The primary responsibility of the of the Pool Committee is to advise and assist the Manager and Board of Directors on the safe and sanitary operation of pool facilities and to recommend ways and means of obtaining maximum community pool use. In fulfilling these responsibilities, the Committee will:

1. Suggest social programs, swimming instruction programs and other pool-related activities as indicated by the community and the nature of its facilities. Bring all recommendation to the Recreation Director to be presented to the Community Manager for approval by the Board.
2. Inspect the pool facilities yearly with professional advice if needed. Recommendations are to be given to the Community Manager.
3. Involve the youth of the community

### LAKE PATROL COMMITTEE

The Lake Patrol Committee purpose is to make sure our lake is clean and safe for boaters and swimmers. To advise the Community Manager of any violations to our rules concerning boating and swimming so the Board of Directors can handle those issues in a timing manner.

1. The Lake Patrol Committee function is to check boats on the Lake for current Beech Mountain Lakes Boat Sticker. Advise those that don't have the sticker that one is required
2. Patrol lake periodically for debris left behind by boaters, swimmers.
3. Advise the Community Manager of any violations incurred.

### COMMITTEE MEETING DATES:

Architectural Committee      Third Monday of the Month at 6:00 P.M.  
Community Watch              Every Third Tuesday of the Month at 7:00 P.M..  
Rules & Regulations          Every Third Monday of the Month at 7:00 P.M.  
All other Committee Dates and Times will be Posted  
Volunteer Committee Form Attached  
Example Committee Meeting Work Sheet Attached

BEECH MOUNTAIN LAKES ASSOCIATION, INC.  
COMMITTEE YEARLY VOLUNTEER FORM

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PLEASE HELP US TO UPDATE OUR RECORDS BY FILLING OUT & RETURNING THE COUPON BELOW

(Please remember no person may be a member of more than two (2) Standing Committees).

Date: \_\_\_\_\_

Understanding the need for regular attendance, I am able to continue my work with  
The: \_\_\_\_\_ / \_\_\_\_\_ Committee (s).

This year I would like to be on two Committees  
I would also like to work with the: \_\_\_\_\_ Committee.

I am NO LONGER able to continue my work with the \_\_\_\_\_ Committee.

NAME: \_\_\_\_\_

HOME PHONE NO: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

BMLA PHONE NO: \_\_\_\_\_

\_\_\_\_\_  
(where all committee information is to be mailed)

BUSINESS PHONE NO: \_\_\_\_\_  
(only if you want calls to this number)

BMLA STREET: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

- Please return this in the enclosed envelope to Linda Wenner -

- If any information changes during the course of the year, please notify the administration office -

BOARD OF DIRECTORS:

Maryann LePera, President  
Patrick Henry, Vice President  
Rick Backman, Treasurer  
Catherine Cregan, Assistant Treasurer  
Catherine Cregan, Secretary

Sharon Jean Justofin  
G. Garner

BEECH MOUNTAIN LAKES ASSOCIATION, INC.

COMMITTEE: \_\_\_\_\_

DATE: \_\_\_\_\_

MEETING CALLED TO ORDER AT: \_\_\_\_\_

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

OLD BUSINESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NEW BUSINESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MOTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MAKER: \_\_\_\_\_

SECOND BY: \_\_\_\_\_

RATIONALE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FOR: \_\_\_\_\_

\_\_\_\_\_

AGAINST: \_\_\_\_\_

OPPOSING

VIEW: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MEETING ADJOURNED AT: \_\_\_\_\_