

**DEL WEBB ORLANDO
COMMITTEE GUIDELINES**

Committees are advisory to the Board and support the overall community

- 1) Committee Chairs and Vice Chairs are determined by the Board
- 2) Committee members are appointed by the Board, and typically, would require a community announcement for candidate applications

Board Liaison is assigned for each Committee and has the following responsibilities:

- 1) Provide communication between the Board and the Committee
- 2) Approve all Committee Breeze articles and email blasts prior to issuance
- 3) Provide a charge to the committee annually to reflect the current Board priorities
- 4) Provide input to the committee selection process and may be involved in committee interview(s)
- 5) Any recommendations presented to the Board Liaison must be presented to, and approved by the Board prior to implementation

Committee Chairs and Vice Chairs are determined by the Board and are assigned the following responsibilities:

- 1) Review the Committee Charter with all members on a regular basis
- 2) Establish regular agendas and allow meetings to be open to all residents to attend.
- 3) Draft recommendations and share with Liaison
- 4) Keep Liaison informed of any issues or unusual items
- 5) Prepare Board Proposal Forms as necessary, obtain approval from Liaison
- 6) Draft annual action plan for the committee; discuss and receive approval from Board Liaison and share with committee members
- 7) Keep the Liaison aware of Committee efforts, status of Committee members, and Committee meetings
- 8) Create Breeze articles and email blasts, obtain approval from Liaison
- 9) Prepare and submit quarterly Committee reports to the Board
- 10) Ensure official minutes are captured at all meetings for which a quorum has been determined; meetings where a quorum does not exist are considered informal and formal action may not be taken; post official minutes
- 11) Create and maintain updated committee term limits
- 12) For Committee openings, follow the documented selection process
- 13) The Chair may move an alternate member into the role of Committee member after consultation with the Liaison

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Committee or Task Force Member Selection Process

An existing Committee filling open committee vacancy(ies)

- 1) *Committee Chair* drafts a statement for solicitation of new committee member(s) to Board Liaison for review. This statement should indicate what skills, knowledge and/or expertise is needed on the committee
- 2) *Board Liaison* provides approved statement to *Management* for eblast release and provides a deadline for applications (typically 2 week timeframe)
- 3) *Management* provides received applications to the Committee Chair and Board Liaison for review upon receipt of all applications
- 4) *Committee Chair along with committee members*, reviews applications and conducts interviews based on the advertised position criteria. The *Board Liaison* may be directly involved in the review/interview process. It is encouraged to interview each applicant and to consider residents new to the community who have the skills, knowledge, and expertise but may not be as familiar with DWO specifics.
- 5) *Committee Chair* provides a written recommendation to the Board Liaison to include:
 - a. List of all applicants
 - b. Recommendation(s) to fill vacancy(ies) indicating when term begins/ends
 - c. Short justification on the recommendation as compared to the advertised skills/knowledge/expertise needed
- 6) *Board Liaison* reviews and provides information to other Board members for review
- 7) *Board* votes to approve or not new Committee Members at next scheduled Board Meeting
- 8) *Committee Chair* notifies the selected and non-selected applicants using standard language to indicate the selectee's term start/end and for those non-selected to encourage them to continue to look for opportunities to serve the community.

An existing Committee filling open committee vacancy(ies), where there is not a current Committee Chairperson:

- Same process as above except that for Steps 1, 4, 5, and 8 are done by the Board Liaison, using the knowledge of existing Committee Members and/or the Board President or Vice President as appropriate and required.

A newly formed Committee

- Same process as above except that for Steps 1, 4, 5, and 8 are done by the Board Liaison and with the Board President or Vice President.