

## ATTACHMENT A

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### Governors Club POA Policy on Committees

Committees of the POA do important work for the community that would be expensive and difficult to accomplish by means of compensated employees. Committees also can provide informed advice to the Board on matters of POA policy.

Annually, the POA President with approval of the Board appoints the Chair, members, and a Board Liaison for each committee. The most important qualifications for appointment to a committee are subject matter expertise, willingness and ability to learn from the knowledge and experience of predecessors, the personal quality of being able to work collaboratively with others, and willingness to serve and to serve long enough for the POA's investment in preparing the member for the job to provide useful results for the community. Committee members and Chairs should commit to serve for three years, but terms are subject to the Board's discretion

The POA's officers, the committees and, especially, the committee chairs have a responsibility to identify and recruit the best qualified candidates for committee service. The committees and, especially, the chairs have responsibility to institutionalize knowledge and experience applicable to their committee's function, and to prepare new committee members to serve the community by passing on to them such knowledge and experience.

The officers and the Board have the responsibility to oversee the functioning and staffing of the committees. The Board has the responsibility to provide concise, instructive statements of each committee's responsibilities and authorities. The Board has the responsibility to add and remove committee members and chairs as in its judgment is appropriate and advisable to serve the best interests of the community. The general responsibilities are summarized below:

#### COMMITTEE OPERATING GUIDELINES:

- Committees shall meet once per month or as needed.
- A summary of each meeting shall be prepared and submitted to the POA Secretary for inclusion in the monthly POA Board package.
- Committees shall keep their requests for POA staff support to a minimum. Agendas and meeting summaries are to be prepared by the committee, not the POA staff.
- Committees are expected to concentrate their efforts on developing policies and/or solutions to community issues that cannot be managed by POA staff. Managing routine, everyday POA operations is the responsibility of the staff - not committees.