

May 7, 2011

**Myrtle Trace Condominium Association, Inc.  
213 Southampton Drive  
Venice, Florida 34293**

**-POLICY-  
COMMITTEES**

**Overview:**

- Each committee serves at the pleasure of the Board.
- The Board appoints the committee Chair.
- The Chair selects the committee members. Every attempt should be made to have committee membership reflective of the Myrtle Trace community.
- The Chair is responsible for communication between the committee and the Board.
- Any committee activity that poses an additional cost to the Association must receive Board approval prior to the commencement of said activity.
- The Board may assign related tasks to a committee from time to time, but a material change in the committee function requires a revised description.
- The committee is established when the Board approves a written description, of the following general form:

**Name:** The name shall be brief, but descriptive of the committee's duties and end with "Committee."

**Purpose:** States briefly the purpose of the committee as a goal, not a duty. Example: "To assist the Association in maintaining roads and driveways at reasonable cost."

If stated as "temporary," "ad hoc," or "special," for example, the Purpose shall describe when the committee will terminate (after achieving the goal or on some date, etc.)

**Structure:** Specifies the number of core members as a range (e.g. 4-6). Indicates whether an assistant Chair is needed, and whether it is anticipated that the committee would assign tasks to non-member volunteers on a project basis.

**Responsibilities/Duties:** States basic duties to be performed by members in their efforts to achieve the Purpose. Example: "Periodically inspect roads and driveways for defects."

**Meeting Notice:** If the committee is to prepare the budget for the Board, or take action for the Board, state here that the meeting must be noticed 48 hours in advance and be public. Otherwise, the committee may meet in private without notice.

**End**