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POLICY: Administrative Committees

Policy Number: 1.4

Adopted: 10/25/2022

— Administrative Committees —

The following committees are formally established to provide for an ongoing sustainable system of management for the Association's major administrative functions. By vesting responsibility for such functions in committees, our Association composed entirely of volunteers can encourage participation, provide for backup in critical functions, and provide for continuing attention to administrative matters. Chairs and members of such committees will be appointed in accord with the Association's Bylaws and the officers of the Association will participate as appropriate.

Communications Committee

The Communications Committee will develop communications products, approaches, and carry out key ongoing communications of the Association. These shall include printed materials and online/electronic communications such as the Association's website, social media accounts and email groups or other group communication methods. The Committee will develop and coordinate newsletters (electronic or printed). To the maximum extent possible, the Committee should provide for backup with multiple persons able to use and update systems for the website, emailed or online newsletters (e.g., Constant Contact), group communications (e.g., Google group or other systems) and printing of brochures, rack cards and other printed materials.

Membership Committee

The Membership Committee will coordinate and carry out membership related responsibilities, including recruitment and retention of members, advertising/social media and other outreach methods, and maintenance of membership lists (in connection with online, mailed or other memberships). The Membership Committee will also develop and recommend policies and practices to the Board regarding membership such as dues, grace periods, dues collection and recruitment practices for various classes of members, and policies or practices for general communications with members.

Governance and Accountability Committee

The Governance and Accountability Committee will assist the Association in ensuring appropriate policies, governance practices and records kept to fulfill our responsibilities as a non-profit neighborhood association registered as a 501(c)(3) corporation. It will be responsible for ensuring annual filings and reports are made, including external (e.g., 501(c)(3) filings) and internal documents (e.g., conflict disclosure reports). The Committee will work with the Association's Officers to ensure that

Association records are kept in an appropriate format and manner to preserve records of Association decisions, formal communications and policies, with appropriate access for the board, officers and members of the Association. It will also provide advice regarding grants and contracts including appropriate authorizations and practices. The Governance Committee may develop proposals for changes in Association Bylaws and may also assist in recruitment of new board members with particular attention to achieving diversity in the Board of the Association.