

RCSCW GOVERNING BOARD

Committee Chairperson Manual

Revised 7.18.19

RCSCW GOVERNING BOARD--COMMITTEE CHAIRPERSON MANUAL

This manual provides an overview of operations, requirements and etiquette for Governing Board (GB) Committees. It's intended for use by current and prospective Chairpersons. It was written by the RCSCW Governing Board's Special Committee on Board Development under Chairperson Sue Fitzsimons in February 2019.

The GB has many official documents referring to GB Committees. This manual brings this information into one place. The manual does not alter the content of the official documents. Care was taken to preserve integrity by using the language written in the source documents.

The content was compiled from authoritative sources that are referenced throughout with the following notations:

- (B) SCW Bylaws on Committees - Article 6
- (P) Policy Statement (Policies) C-1 on Standing & Special Committees
- (R) Standing Rules (Rules)-Guidelines for Association Governing Board Meetings--Rules #1 and #3 Revised 2017
- (L) Arizona Open Meeting Law: A.R.S. Section 33-1804. See generally Section 33-1801 et seq.

Additional source documents used but not referenced include GB files on past operations, Consent Agenda procedures, Roberts Rules of Order- Parliamentary Procedures, and general articles on how to effectively organize and manage committees.

This document is provided to all new Committee Chairpersons when they are announced. It is also available on the SCW website under the Governing Board Tab (in the *About Us* website section).

Many of the source documents are available online at the GB BoardDocs website.

- Some agendas, meeting minutes and SCW documents are kept electronically on BoardDocs, an online meeting and information repository.
- Go to gb.suncitywest.com to read documents.
- Meetings, agendas and minutes are in the second TAB called **Meetings**. They are arranged by date. Support materials are attached to agendas in the grey box.
- The third TAB called **Policies** holds the Articles of Incorporation, Bylaws, Policies and Rules via the drop-down menu at 'Book'.
- The fourth TAB is **Library** and holds info on Committees, GB calendars, meeting dates.

This document includes a compilation and summary of information and requirements contained in the RCSCW Governing Documents, as well as requirements of Arizona law. If there is a conflict between this document and the RCSCW Governing Documents or Arizona law, the latter two apply.

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I. Purpose of Committees

- A. The purpose of committees is to assist the GB in performing its policy-making duties of policy changes, analyzing problems, and reviewing operations for oversight. (B)
- B. Committees also support the General Manager (GM) by providing analysis and recommendations. (B)
- C. Committees have no direct decision-making authority or voting power. They provide only recommendations. Policy revisions occur and are considered adopted only by a vote of the GB. (B, P, R)
- D. Committees also provide an opportunity for the community to give input into the governance of SCW.
- E. Policies set WHAT is to happen – procedures determine HOW it happens.

II. Types of Committees

- A. Standing Committees: The Bylaws/Policies define the mandates of each of the current Standing Committees. (B)
 - 1. The Budget & Finance Committee: reviews all aspects of the Association's financial policies, plans, and budgets.
 - 2. The Sports Pavilion and Bowling Committee: the liaison between the GB and users of the Sports Pavilion.
 - 3. The Chartered Clubs Committee: assists Chartered Clubs with paperwork, conflict resolution, and communications.
 - 4. The Golf Committee: the liaison between the GB and all Golf Chartered Clubs, golf group leadership and recreational golfers.
 - 5. The Properties Committee: evaluates and makes recommendations on proposed new construction and major maintenance/renovations of the Association's physical assets.

III. Special Committees

- A. Special committees are appointed by the GB President with the consent of the GB to study specific issues or accomplish certain tasks. (B)
- B. The GB President selects the Chairperson who may or not be a Board Director and sets the purpose, timeline, and deadline for Committee recommendations. (B)
- C. Special Committees can be established for up to one year with a term ending on June 30. An exception is TORCH which is appointed from March to the following March. (B)
- D. Special Committees may be re-appointed for another one-year term by the GB at the Annual Meeting in June. (B)
- E. TORCH, the Election Committee and staff generated committees operate under a different set of rules. TORCH and the Election Committee do not allow Directors as members or chairs. Election Committee requirements are identified in the Bylaws. (B4.02-03)

IV. Sub-Committees

- A. Sub-Committees or individuals may be assigned by the Chairperson to draft a course of action for a committee. They are assigned specific tasks and typically complete their assignments by the next few Committee Meetings. (P) The Sub-Committee may not outlast the parent committee. (L) There is no limit on the number of sub-committees.
- B. Sub-Committees report to the Committee Chairperson. (R) Membership is composed of owner or associate members, though employees can act as advisors. (P, R) Sub-Committee members usually come from the existing committee members and any others are considered part of the full parent committee. (P, R)
- C. Sub-Committees are limited to the scope of the parent committee and to the specific tasks/projects identified by Chairperson. (R)
- D. Sub-Committees are less formal than a Special or Standing Committees. However, meeting notification timelines & minutes are required. Policies & rules governing Committees must be followed. These requirements are included in this document, or you can read them in Policy C 01 & Standing Rules 3.10 & 3.11. (P)

V. Committee Composition

- A. Chairpersons
 - 1. Chairpersons are Board Directors appointed yearly and announced at the June Annual meeting with the advice and consent of the GB. (B) No formal vote is required. Chairpersons of Standing Committees are Directors who serve at the pleasure of the President. (B) Co-Chairpersons are allowed.
 - 2. Consecutive terms for Chairpersons are allowed, but terms are only for one year.
 - 3. Special Committee Chairpersons or Chairperson vacancies of Standing Committees may be filled at any time during the year.
 - 4. Up to 2 GB Directors may serve on any one committee, one as Chairperson and one as “Member at Large”, or sub-committee with courtesy approval of the GB President. (R) Any one GB Director may concurrently serve on up to two Standing Committees with ‘courtesy’ approval of the GB President. (B, P)
 - 5. All GB Directors serve as ex officio members on all Committees and may sit at the table to discuss the issues because they are deemed members of the committee for that specific time, however, they may **not** vote unless they are assigned members of that committee. (B) The President of the GB is an ex-officio member of all committees. (P)
 - 6. The Chairperson must be familiar with the RCSCW Bylaws, Policy Statements, and Standing Rules for Committees available online at BoardDocs.

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- B. Members
1. The Chairperson chooses Standing Committee members by July 15 and Special Committee members to fit the President's timeline. (P) The Chairperson should obtain the 'courtesy' approval of the GB President when choosing members. (E)
 2. At least 5 members, one of whom is the Chairperson, are required for a committee. There is no cap on membership. (B) Committee members must be Owner Members or Associate Members in good standing. (B, P) Committee members should possess appropriate technical and experience-based qualifications to serve. (B, P)
 3. Staff may serve on committees upon approval of the GM and GB President. (B, P) They serve only in an advisory capacity with no voting privileges.
 4. Club Officers may serve on Committees. Paid RCSCW employees cannot serve on Committees.
 5. Note that there is a potential for a conflict of interest if an RCSCW Committee Member is also a PORA Board Member or Associate.
 6. Members may serve more than one year on the same committee, though they must be reappointed each year. It is recommended that to keep committees fresh, a rotation of experienced vs new members is a healthy approach. Any changes to the Committee Membership must be provided to the GB Executive Assistant with 5 days of the change. (P)
 7. Members serve at the pleasure of the Chairperson only. They may be removed at any time and/or appointed at any time. (P)
 8. Members must provide the Chairperson with their personal info including name, current E-mail, addresses and best phone # contact by July 15 (Standing Committees) for submission to the GB Executive Assistant. Phone numbers are treated as confidential. (B)

VI. Committee Recruitment & Evaluations

- A. Chairpersons recruit members from many sources: prior committee members, TORCH, leaders in SCW clubs, and those responding to notices in community media and websites.
- B. The Governing Board has adopted an online Committee Application Form to help Chairpersons find interested members with the technical and experience-based qualifications to serve.
- C. Each applicant should electronically complete the Committee Application Form to include contact information, availability, areas of expertise, and leadership experiences.
- D. The Chairperson will:
 1. Request of the Executive Assistant, the data on applicants expressing an interest in their committee.
 2. Identify potential members based on experience, special expertise, and other qualities pertinent to the committee needs. (B, P)
 3. Contact the chosen individuals to determine interest and availability.
 4. Notify the person whether they have been added as a committee member.
 5. Notify the Executive Assistant of the final committee composition.
 6. The Chairperson will send a notice including the start date, time and place of first meeting.

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- E. The GB Executive Assistant will:
 - 1. Collect member information in an electronic file.
 - 2. Upon request, provide the Chairperson with a data sheet of applicants for a specific committee from the online Committee Applicant database.
 - 3. Upon committee selection, send electronic notification to chosen committee members to verify email addresses and provide a link to the RCSCW Governing Board Committee Member Handbook.
- F. End of Committee Membership:
 - 1. Committees renew each fiscal year (July1-June 30). They may have a new chairperson and committee members may change each year. (B)
 - 2. A person's participation as a committee member may end because the term of the committee has ended or for other reasons. When a person ceases to be a member of a committee or the committee concludes, the chairperson shall notify the Executive Assistant who will then send a notice to the person confirming they are no longer a member of the committee, thanking them for service and linking them to the Committee Evaluation Questionnaire.
 - 3. All committee members (including the Chairperson) will be asked to complete a standard Committee Evaluation Questionnaire. Committee members will be asked to complete a new Committee Application form if they desire to again be considered for a committee. Upon request, the Executive Assistant will withdraw a committee member's application from the electronic file.
 - 4. Survey results will be compiled and shared with the GB President and incoming & outgoing Committee Chairpersons. Input from Staff assigned to Committees will also be informally solicited.

VII. Chairperson Duties and Responsibilities

- A. Before Meetings:
 - 1. The Chairperson is responsible for written communications of the committee. E-mail via Microsoft Word is preferred.
 - 2. Provide agendas to the Executive Assistant in advance of Committee Meetings.
 - 3. Confirm agenda items with the Executive Assistant for agenda finalization.
 - 4. Furnish a written Standing Committee membership list to the GB Executive Assistant including contact info by July 15 (or by August 1 for Special Committees) and report any committee membership changes during the year within 5 days. (B, P)
 - 5. Confirm the Committee meeting schedule including date, day of the week time and place for publication purposes with the Executive Assistant by Aug 1. (P)
 - 6. Establish Committee goals, purpose and yearly plan to be listed in BoardDocs by August 1. Committees should then take action to finalize **specific yearly** Committee goals by October 1 for GB approval. (R)

- B. After Meetings:
1. Conduct an annual review on Policies relating to the Committee and provide a written request from the Committee regarding any Policy changes by the January GB Workshop (P)
 2. Submit a written End of Month (EOM) Committee report monthly to the GB Assistant one week prior to the Regular Meeting, if possible. This document summarizes the Committee's work for that month for the purpose of keeping the Board informed. The GB Assistant **formats** EOM Reports – she does not **edit** submissions.
 3. EOM Reports should be written in paragraph form and condensed enough to be informative of the committee activities, yet concise. If committee minutes are extensive, reference can be made to them.
 4. Similar to the EOM Report, submit a written End of Year (EOY) Committee report for the Annual Meeting in June -- one week prior to the Annual Meeting. Every Chairperson presents their EOY Reports at the June Annual Meeting.

VIII. Committee Meetings

- A. General
1. Meetings are work sessions that allow for discussion and drafting of courses of action. (P) Meetings follow "Consent" format along with Roberts Rules of Order/Parliamentary procedure.
 2. Committee meetings are 'open' or public thus follow Arizona Open Meeting Laws. (B, P, R, L)
 3. Closed meetings are allowed only for these specific topics: Legal advice from the Association Attorney; litigation; personal, health and financial information about an individual member; and matters relating to job performance. See Policy Statement C-1,3.5.2 (P, L)
 4. Members of a committee may meet between regularly scheduled meetings to work on tasks or projects associated with their committee if the work is authorized by the Chairperson, there is no quorum, and the results are reported back to the Chairperson. (R)
 5. Issues should not be discussed via email among all committee members since that violates the open meeting law. (L-Attorney interpretation) However, a committee member working on an assignment identified by the Chairperson, may request input from the committee members if they respond only to the originator of the email. Never use "Reply All" to the full committee since that constitutes a meeting.
- B. Meeting Schedule
1. The GB Asst arranges tentative dates, times and reserves meeting rooms by May 1 to avoid conflicts. The Chairperson confirms the Standing Committee meeting schedule by July 15 (while Special Committee meeting dates are confirmed by August 1) for the entire fiscal year with the GB Executive Assistant. (P)
 2. Special Committee chairpersons provide the schedule after receiving the President's timeline, including the number and frequency of meetings based on need, or as directed by the President. Meeting times should be coordinated with the GB Executive Assistant to avoid conflicts in order to secure meeting rooms.

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3. Meetings must be held on REC Center facilities between the hours of 8am and 8pm, unless approved by the GB. (P, R)
 4. Meeting schedules are posted by the GB Executive Assistant or Media/PR Department on the RCSCW website, Association bulletin boards, social media and issues of the REC Center News and the E-News (P, R)
 5. If for any reason a meeting is rescheduled by date, time or place, the Chairperson immediately notifies the GB Executive Assistant, so the public can be notified of the change. (P)
- C. Agenda
1. The Chairperson clarifies the meeting purpose in the agenda and generates agenda topics. Agendas should include statement of purpose, call to order, quorum, introductions, announcements, discussion items, unfinished and new business, presentations, comments, adjournment, and date of next meeting.
 2. Committee meeting agendas and schedules must be posted for Public Notice 48 hours in advance of Committee meetings via the RCSCW website/BoardDocs and public posting sites. (R, L)
 3. The agenda may not be amended by the Chairperson prior to or during the meeting; however, agenda items may be removed/modified at meetings. No additional items may be added. (L)
 4. Agenda copies are organized in BoardDocs and sent to committee members via email link by the GB Executive Assistant.
- D. Minutes
1. A Secretary Pro Tem (Committee Secretary) is tasked with taking Standing Committee minutes. Special Committees appoint a Secretary Pro Tem (Committee Secretary) from among committee members. Minutes are electronically sent to the Executive Assistant to publish.
 2. Minutes should include date and time of meeting (beginning and end), member and staff attendees, quorum met, approval of minutes, unfinished and new business statements of results and any motions or votes taken, member and guest comments, and notification of next meeting.
 3. All Committee Secretaries/Secretaries Pro Tem email draft minutes to the Committee Chairperson. The Chairperson then emails the approved minutes draft (with any changes) to the GB Executive Assistant within 24 hours of receipt for publication on BoardDocs within six days (unless excused by the President). (P)
 4. Drafted minutes are included for approval or revision in the agenda at the next Committee Meeting.
- E. Performance Review
1. Committees conduct annual reviews of their own performance near the end of the fiscal year or the Committee term. A Committee Evaluation Survey, located in the Appendix, is available for use. It will also be shared with the next year's Chairperson.
 2. Evaluation Survey results will be used to help the Chairperson make decisions about the Committee performance, operations and strengths & weaknesses.
 3. The Chairperson provides an annual EOY (End of Year) Committee Report at the Annual Meeting in June. (B)

IX. Conducting a Committee Meeting

- A. Parameters
1. An appointed Chairperson oversees the meeting and has the authority to control the meeting. The chairperson is responsible for ensuring that projects and tasks fall within the general scope of the committee.
 2. A Committee may not adopt its own rules except as authorized in the Bylaws or in instructions given to them by the GB.
 3. A Committee does not have the right to punish its members for disorderly or other improper conduct but should report disruptions to the GB. However, members of a committee may be removed from the committee at any time by the Chairperson. (P)
 4. A Committee or Chairperson does not have the authority to set policy, direct staff, or make binding decisions on matters other than Committee specific membership and operations.
 5. Issues should be brought to the GB for discussion or authorization if: (R)
 - a) Owner members need to be added who were not part of the original committee to address a project or task.
 - b) The scope exceeds the traditional responsibilities of the Committee.
 - c) The issue involves anyone who is not an Owner Member.
 - d) Staff support beyond what is generally needed for the Committee is requested.
 - e) Resources are required beyond the traditional level of the Committee.
 - f) The subject of the work is controversial or sensitive to the staff or association.
 - g) Communications are required with Owner Members, media, contractors and/or agents.
- B. Consent Agenda
1. Committees may operate under a Consent Agenda process. Routine business and reports are presented to members prior to the meeting and voted on in a single action. Other items requiring discussion are handled in a traditional manner.
 2. Typical items in a consent agenda include minutes, financials, reports, correspondence, dates of meetings, informational background
- C. Committee Recommendations
1. Committee recommendations to the GB are decided by the Committee through consensus. Unanimous consent is used when there is no opposition. A motion is a recommendation to the Governing Board in the form of a formal proposal. No seconds are recorded since consensus is regarded as a second.
 2. Unless agreed to by unanimous consent, however all posed actions must be approved by 51%+ majority support of Committee Members. The Chairperson can vote to make or break a tie.
 3. A quorum, a majority or 51%+ of the members of the committee, must be present to make the recommendation. If a quorum is not present, the committee may discuss, not vote to recommend.

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4. Recommendations are limited to the scope of the committee. (R)
5. Recommendations may be made regarding 1) Bylaws or Policy change (prior to the January GB Workshop), or other matters to the GB. (B, P), and 2) Capital Equipment and Projects to the GB and GM prior to Dec. 1. (B, P)
6. Recommendations should be drafted in polite and complimentary language and stated as: "The Committee recommends that the Governing Board_____."
7. Recommendations are written by the Chairperson to the GB President, signed and dated. (B) The GB Executive Assistant often helps to format Committee recommendations into GB motion language.
8. The GB decides whether a Committee recommendation deserves a vote at a GB Meeting or whether another course of action is needed to address the project or task. (R)

X. Committee Participant Roles

- A. Chairpersons should:
 1. Provide a formal orientation for committee members to include the charge of the committee, meeting guidelines, Committee history and any other information deemed valuable. (B)
 2. Take the lead in using the consent agenda and distribute documents in advance. Ask for requests to remove items from the consent agenda; if hearing none, move to accept the consent agenda.
 3. Appoint a secretary to keep minutes if the GB Executive Assistant is not present.
 4. Identify the purpose of the meeting at the start of the meeting and remind members of the parameters of the committee.
 5. Follow the agenda established and modify if needed, never adding items.
 6. Make guests and staff feel welcome.
 7. Keep discussion on topic per the meeting agenda, extinguish side conversations, control members who attempt to dominate, insist on civil conduct and language, and allow for committee members to express their opinions.
 8. Maintain a reasonable time frame for discussion.
 9. Appreciate when a consensus has been reached and act accordingly.
 10. Clarify statements for understanding and summarize committee comments.
 11. Know when to ask for technical advice and involve staff to clarify or provide background.
 12. Decide when and if to direct questions to persons in attendance for their expertise. (P)
 13. Determine when public input is appropriate and control the length of responses (P)
 14. Decide when a sub-committee is needed.
 15. Identify agenda items for the next scheduled meeting and remind members of the date and time.
 16. Lacking a quorum decides whether or not to continue the meeting – only discussion (not voting) is permitted.
- B. Committee Member Role:

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1. Committee members may speak after being recognized by the Chairperson. Members are not required to obtain the floor before making motions and may speak as often as they wish. All members should have an opportunity to contribute.
 2. Questions raised during discussion must be directed to the Chairperson, not to other committee members or guest presenters.
 3. Motions to limit or close debate are not permitted in Committee Meetings.
 4. A record is kept of who makes a motion, but a second is not required.
 5. No Committee members are to represent or speak for their Committee in any way to the Association's employees, another Committee or any news media, external contractors or vendors without the expressed consent of the Chairperson. (P)
 6. Any Committee members conducting business outside of Open Committee Meetings will be considered out of compliance with the intent of Arizona Statue 33-1804. (P, L) Business of the committee must be conducted with public attendance allowed. See the Executive Assistant for Open Meeting Laws assistance.
- C. Committee Meeting Guests
1. Guests may attend, space permitting, and must sign in with name and rec number or the organization they represent. (B, P)
 2. Once committee members have spoken either during or after agenda items, the Chairperson decides whether guests can speak. The Chairman may direct questions to any person in attendance without also allowing audience comment. (P) Visitors, including the GB President, are not allowed to take over meetings.
 3. Guests must be recognized by the Chairperson to speak. They must direct comments only to the Chairperson who may limit speaking time to no less than 2 minutes. (P) Guests can speak a second time only after all others have had a chance and the Chairman may limit them to a single occasion. (P)
 4. The Chairman may terminate guest comments at any time to preserve the integrity of the meeting. (P)
- D. Committee Secretary:
1. The Secretary Pro Tem shall:
 - a) Make note of start and ending times.
 - b) Record members and staff in attendance and collect list of guests who have signed in.
 - c) Accept any changes to the prior month minutes and complete from draft form to final.
 - d) Record notes as the agenda progresses and word them into summary sentences after the meeting.
 - e) Record any motions/votes taken with precise wording. Ask for clarification if needed. All recommendations begin with "The Committee recommends that the Governing Board_____." NOTE: Committees achieve 100% consensus if there are no member objection; if there is disagreement, a 51% majority "vote" is needed to make a recommendation to the GB. If a "tied" vote occurs, the Committee Chairperson votes to break the tie in order to determine the outcome.
 - f) Record the person who makes the motion, but seconds are not necessary.

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- g) Make mention of any attachments.
 - h) Take note of member and guest comments.
 - i) Assist with questions of meeting procedures.
 - j) Confer with Chairperson for any questions, then produce draft copy of minutes.
 - k) Send electronic copy of minutes to GB Executive Assistant for publication.
- E. Staff Role:
- 1. The role of staff is advisory. (B, P)
 - 2. Staff may be asked to provide appropriate written or oral information pertinent to the committee goals. Information such as technical expertise, statistical data, organizational history, capital requests, budget and financial updates, status of current projects and initiatives, or issues and concerns may assist the committee.
- F. Role of Governing Board Executive Assistant Regarding Committees
- 1. At meetings:
 - a) Sets up and breaks down the room for the meeting- name tags, room arrangement, projection computer, guest sign in
 - b) Takes attendance, assures guest sign ins and takes minutes as required
 - 2. Behind the scenes:
 - a) Prepares agendas for the meeting with the Chairperson, then posts for public viewing
 - b) Sends electronic notifications of agendas and minutes to committee members
 - c) Finalizes accepted minutes after committee approval at their next meeting
 - d) Assists with written language for recommendations presented to the GB
 - e) Reserves rooms for meetings
 - f) Posts schedules of committee meetings on BoardDocs
 - g) Retains the list of contact information for committee members
 - h) Sends email notifications to committee members upon formation and conclusions of the committee
 - i) Posts goals established by committees/Chairpersons on BoardDocs
 - j) Collects and attaches EOM and EOY reports to GB meeting agendas
 - k) Prepares hard copies as requested
 - l) Assists chairpersons with special requests
 - m) Monitors required timelines for notifications and postings
 - n) Maintains an electronic file of all Committee actions/motions on BoardDocs
 - 3. Provides committees with BoardDocs training for accessing meeting documents

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Appendices

Welcome Letter: New Committee Members

Thank you for volunteering to participate in the GB _____ Committee. The first meeting of your Committee will be on _____ at _____ in the Governing Board Conference Room (GBCR) in the Admin/Membership Building. A calendar of _____ Committee Meetings for the year is attached to this sending.

Your Chairperson's email address is _____@_____, should you need to communicate with them. You can contact me for any reason by phone or email – my contact email is listed below.

A LINK to all Committee Meeting agendas will be emailed to your Committee a few days prior to every meeting. Click on the LINK to read or print the agenda. NOTE: When you open the meeting agenda, the small “file box” icon at any agenda item indicates there is an attachment to review prior to the meeting.

In preparation for your first meeting, please take the time to read the attached Committee Member Handbook and feel free to ask for any clarifications.

Thank you again...we look forward to a successful Committee year!

Thank You Letter: End of Committee Term

Dear FY20xx-xx Committee Members:

Thank you for serving on a Governing Board Committee this year. Your willingness to participate in the governance of RCSCW is much appreciated. Members who take the time and effort to become a part of the Association are ambassadors for our community. Kudos!

Please complete the Committee Evaluation Survey as soon as possible by clicking on the Evaluation LINK below. Your responses will provide anonymous feedback on your committee experiences and assist with the improvement of future RCSCW committees. If you served on more than one committee, please complete one evaluation for each committee you served on. (You may receive multiple copies of this email because you served on multiple committees.)

If you wish to continue your membership on the same committee or be considered for other committees in the future, please complete the GB Committee Application by clicking on the Committee Application LINK at the end of the Committee Evaluation Survey. Note that new Committee Chairpersons are assigned each June -- you will be contacted by the new Chairperson if you are being considered for a particular committee, most likely sometime in early July.

Should you have any questions, please feel free to contact me. Thank you again for your service this fiscal year...All the best!

SURVEY LINK

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OUTLINE: Governing Board Committee Application on Survey Monkey

1. Membership Type: Owner, Associate, Tenant, Non-Member
2. REC card #, first and last names, Email address, street address, Phone #
3. Interest in Long Term ((Sept.-May) Standing Committees: Budget and Finance, Chartered Clubs, Golf, Properties, Sports Pavilion, TORCH
4. Interest in Short-Term (less than a year) Committees
5. How many years have you lived in SCW
6. Have you previously served or are you currently serving on an RCSCW Governing Board Committee
7. Have you previously served as or are you currently serving as a chartered club officer or board member
8. Have you previously served as or are you currently serving as a volunteer for a nonprofit organization serving SCW residents, such as the Foundation, PORA, Posse, Prides, Banner Del E. Webb Medical Center, Fire and Medical District
9. Are you a TORCH graduate
10. Tell us something about yourself, such as your skills, previous experiences, and interests that might help a committee
11. (PROPOSED NEW QUESTION FOR 2019-20 SURVEY:) Indicate Interests & hobbies that relate to RCSCW facilities

OUTLINE: Governing Board Committee Evaluation Survey on Survey Monkey

Committee Name

1. Did you understand what the committee wanted to accomplish this year
2. Did the committee accomplish what it set out to do
3. Do you believe what the committee attempted to accomplish this year will be helpful to the board
4. Do you feel the appropriate people were on the Committee
5. Rate the effectiveness of your Chairperson as a Committee Chair
6. What did the Committee do well
7. What would have improved the effectiveness of the Committee
8. From the statements below, choose 3 that describe your overall experience with the committee.
9. Would you be willing to serve on a future committee -- complete the GB Committee Application/feedback regarding why not