

RCSCW GOVERNING BOARD

Committee Chairperson Manual

RCSCW GOVERNING BOARD-- COMMITTEE CHAIRPERSON MANUAL

This manual provides an overview of operations, requirements, and etiquette for Governing Board (GB) Committees. It is intended for use by current and prospective Chairpersons. It was written by the RCSCW Governing Board Special Committee on Board Development in February 2019 and revised as needed.

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.

**RCSCW GOVERNING BOARD--
COMMITTEE CHAIRPERSON MANUAL**

Table of Contents

I. Purpose of Committees.....4

II. Standing Committees.....4

III. Special Committees.....4

IV. Sub-Committees/Informal Work.....5

V. Committee Composition.....6

VI. Recruitment and Processing of Applicants.....7

VII. Committee Conclusion.....8

VIII. Committee Meetings.....8

IX. Committee Participant Roles.....12

Appendices

Committee Welcome & Thank You Letters

OUTLINES: Online Committee Application & Evaluation Survey

**RCSCW GOVERNING BOARD--
COMMITTEE CHAIRPERSON MANUAL**

A. 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. The GB sets Policies with committee assistance to determine WHAT is to happen. The staff establishes procedures to set HOW it happens.**

B. Standing Committees

- A. The Bylaws/Policies define the mandates of each of the current 5 Standing Committees. (B)
Chairpersons follow the specific directives in the Policies for their assigned committee. (P)**
 - 1. The Budget & Finance Committee reviews all aspects of RCSCW financial policies, plans, and budgets.
 - 2. The Sports Pavilion and Bowling Committee liaisons between the GB and users of the Sports Pavilion.
 - 3. The Chartered Clubs Committee assists Chartered Clubs with RR&P compliance, conflict resolution, and communications.
 - 4. The Golf Committee liaisons 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 RCSCW physical assets.

C. Special Committees

- A. Special Committees**
 - 1. Special committees are appointed by the GB President with the consent of the GB to study specific issues or accomplish certain tasks. (B)
 - 2. 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)
 - 3. Special Committees can be established for up to one year with a term ending on June 30. (B)
 - 4. Special Committees may be re-appointed for another one-year term by the GB at the Annual Meeting in June (B)

RCSCW GOVERNING BOARD-- COMMITTEE CHAIRPERSON MANUAL

B. Quasi GB Committees

1. The Election Committee is mandated in the Bylaws and operates under a specific set of rules. (B4.02-03) Directors are not allowed to be a part of the committee. (B) However, election rules and operating manuals receive GB approval.
2. TORCH is a committee that provides instruction to residents about the operation of the RCSCW and the SCW community. This committee is chaired by a non-Director chairperson appointed by the GB President. GB Directors are not allowed to be members. This committee must be approved each year.

D. Sub-Committees and Informal Committee Work

A. Sub-Committees

1. 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) There is no limit on the number of sub-committees, however, they may not outlast the parent committee. (L)
2. 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)
3. Sub-Committees are limited to the scope of the parent committee and to the specific tasks/projects identified by Chairperson. (R)
4. Sub-Committees are less formal than a Special or Standing Committees. However, due to open meeting laws, meeting notification timelines and minutes are required. Policies & rules governing Committees must be followed by Sub-Committees as well. (Policy C 01 & Standing Rules 3.10 & 3.11. (P)

B. Informal Committee Work

1. Informal work by an individual or few committee members can be assigned as long as the information is brought back to the full committee to make decisions.
2. 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)
3. 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 and **not** “reply all”.

**RCSCW GOVERNING BOARD--
COMMITTEE CHAIRPERSON MANUAL**

E. 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) Two GB Directors may be Co-Chairpersons.
 - I. Consecutive terms for Chairpersons are allowed, but terms are only for one year.
 - II. Special Committee Chairpersons or Chairperson vacancies of Standing Committees may be filled at any time during the year.
 - III. 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)
 - IV. 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,R) The President of the GB is an ex-officio member of all committees. (P)
 - V. The Chairperson must be familiar with the RCSCW Bylaws, Policy Statements, and Standing Rules for Committees available online at BoardDocs.

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. Note that there is a potential for a conflict of interest if an RCSCW Committee Member is also a PORA Board Member or Associate.
5. Members may serve more than one year on the same committee, though they must apply and be reappointed each year. It is recommended that to keep committees fresh, a rotation of experienced vs new members is a healthy approach.

**RCSCW GOVERNING BOARD--
COMMITTEE CHAIRPERSON MANUAL**

6. Members serve at the pleasure of the Chairperson only. They may be removed at any time and/or appointed at any time. (P) Chairperson must notify the Governing Board Executive Assistant (GBEA) within 5 days of any membership changes. (B, P)
7. Members must provide the Chairperson with their personal info including name, current E-mail, addresses and best phone # contact by July 15 for submission to the GBEA. (P) Phone numbers are treated as confidential. (B)

F. Committee Member Recruitment

- 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 for use in identifying 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. To make use of the online application process the Chairperson:
 1. Requests of the GBEA, the data on applicants expressing an interest in their committee.
 2. Identifies potential members based on experience, special expertise, and other qualities pertinent to the committee needs. (B, P)
 3. Contacts the chosen individuals to determine interest and availability.
 4. Checks to be sure the individual is not serving on multiple committees.
 5. Notifies the person whether they have been added as a committee member.
 6. Furnishes a written Committee membership list to the GBEA including contact info by July 15
 7. Sends a notice to committee members identifying the date, time and place of the first meeting.

E. The GBEA

1. Collects member information in an electronic file.
2. Upon request, provides the Chairperson with a data sheet of applicants for a specific committee from the online Committee Applicant database.
3. Upon committee selection, sends electronic notification to chosen committee members to verify email addresses and provide a link to the RCSCW Governing Board Committee Member Handbook.
4. Sends a thank you to applicants not chosen for committees for the year.

G. Committee Conclusion

- A. Committees renew each fiscal year (July1-June 30). They may have a new chairperson + and some committee members should change each year. (B)

**RCSCW GOVERNING BOARD--
COMMITTEE CHAIRPERSON MANUAL**

- B. 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 notifies the GBEA who then sends 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 Survey.
- C. All committee members (including the Chairperson but not the advisor) complete the Committee Evaluation Survey. Input from staff assigned to the Committee should also be informally solicited.
- D. Committee members complete a new Committee Application Form if they desire to again be considered for any committee. Upon request, the GBEA will withdraw a committee member's application from the electronic file at any time.
- E. Compiled survey results are shared with the GB President and both incoming and outgoing Committee Chairpersons for continuous improvement.

H. Committee Meetings

A. General

1. Meetings are work sessions that allow for discussion and drafting of courses of action. (P) Meetings may follow "Consent" format along with Roberts Rules order/Parliamentary procedure.
2. Committee meetings and sub-committee meetings are 'open' or public thus follow Arizona Open Meeting Laws. (B, P, R, L) No continued discussions of meeting agenda items are allowed after a Committee meeting is adjourned.
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 RCSCW member; and matters relating to employee job performance. See Policy Statement C-1,3.5.2 (P, L)
4. 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 and for all communications.
5. A Committee may not adopt its own rules except as authorized in the Bylaws or in instructions given to them by the GB.
6. 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)
7. 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.
8. Issues should be brought to the GB for discussion or authorization if: (R)

**RCSCW GOVERNING BOARD--
COMMITTEE CHAIRPERSON MANUAL**

9. Owner members need to be added who were not part of the original committee to address a project or task.
10. The scope exceeds the traditional responsibilities of the Committee.
11. The issue involves anyone who is not an Owner Member.
12. Staff support beyond what is generally needed for the Committee is requested.
13. Resources are required beyond the traditional level of the Committee.
14. The subject of the work is controversial or sensitive to the staff or association.
15. Communications are required with Owner Members, media, contractors and/or agents.

B. Meeting Schedule

1. The GBEA arranges tentative dates, times and reserves meeting rooms by May 1 to avoid conflicts. The Chairperson confirms the Committee meeting schedule by August 1 for the entire fiscal year with the GBEA. (P) Only the GB Executive Assistant interacts with the Scheduling Department to set meetings.
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 GBEA to avoid conflicts in order to secure meeting rooms.
3. Meetings must be held on REC Center facilities between the hours of 8am and 8pm, unless approved by the GB. (P, R) Committee meetings are held in the Governing Board Conference Room (GBCR) located in the GB Administrative Offices at RH Johnson with rare exceptions.
4. Meeting schedules are posted by the GBEA 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)
6. All Chairpersons must be apprised of any informal meetings that take place among Committee Members outside of scheduled Committee Meetings and assure that members do not act on their own.

C. Agendas

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 next meeting date. The GBEA creates the written agenda using a Board Docs template.
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) Therefore, chairpersons should provide the GBEA an agenda a week prior to the meeting and confirm 2 days prior with any changes or attachments for the meeting.

**RCSCW GOVERNING BOARD--
COMMITTEE CHAIRPERSON MANUAL**

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. 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. Typical items in a consent agenda include minutes, financials, reports, correspondence, dates of meetings, and informational background.
5. Agenda copies are organized in BoardDocs and sent to committee members via email link by the GBEA.

D. Yearly Plan/Goals

1. Chairpersons provide a formal orientation for committee members which should include the charge of the committee, meeting guidelines, specific goals, committee history and any other information deemed valuable. (B)
2. The first meeting of the year should include a review of the Committee Member Handbook, appointment of a Committee Secretary and input from committee members on yearly goals. Generic yearly plan/goals are posted on Board Docs by Aug 1 which match the tasks outlined in Policies. Chairpersons provide more specific goals for the year, present them to the committee and finalize by Oct. 1 for GB approval. (R)
3. Chairpersons 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)
4. If applicable, any capital improvement requests from the committee are due to the GM by Dec. 1. (P)

E. Minutes

1. All Committee minutes are taken by a Secretary who is chosen from among committee members. The Secretary may be permanent or rotating. The GBEA may also act as Committee Secretary (to Standing Committees only).
2. Minutes 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, any motions or votes taken, specific recommendations to the GB, attachments, member and guest comments, and notification of the next meeting. Use of the expanded agenda template provides consistency among committees.
3. Committee Secretaries/Secretaries Pro Tem email draft minutes to the Committee Chairperson. The Chairperson then emails the approved draft minutes (with any changes) to the GBEA within 24 hours of receipt for publication on BoardDocs which must occur within six days of the meeting (unless excused by the President). (P)
4. Drafted minutes are included for approval or revision in the agenda at the next Committee Meeting.

RCSCW GOVERNING BOARD-- COMMITTEE CHAIRPERSON MANUAL

F. Recommendations

1. Committee recommendations to the GB are decided by the Committee through consensus. If there is no opposition, the recommendation is unanimous. If there is opposition, a majority support (51%+) is required. The chairperson may vote to break a tie.
2. 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.
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, but not vote to recommend.
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/complimentary language and stated as: "The Committee recommends that the Governing Board_____." The GBEA often helps to format Committee recommendations into GB motion language.
7. It is the responsibility of the Chairperson to write the recommendation to the GB President, signed and dated. (B) The GBEA may also assist in writing Committee recommendations.
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)

G. Performance Review

1. The Chairperson submits a written End of Month (EOM) Committee report monthly to the GBEA one week prior to the Regular GB Meeting. This document, in paragraph form, summarizes and condenses the Committee's work for that month for the purpose of keeping the GB informed. If committee minutes are extensive, reference can be made to them. The GBEA **formats** EOM Reports but does not **edit** submissions.
2. Like the EOM Report, the Chairperson submits a written End of Year (EOY) Committee report for the Annual Meeting in June, due one week prior to the Annual Meeting. Each Chairperson presents their EOY Reports at the June Annual Meeting. (B)
3. Committees conduct annual reviews of their own performance near the end of the fiscal year or the Committee term. The Committee Evaluation Survey located in the Appendix and sent by the GBEA is used to collect member opinions.
4. Evaluation Survey results are used to help the Chairperson make decisions about the Committee performance, operations, and future directions. Results are also shared with the next year's Chairperson.

**RCSCW GOVERNING BOARD--
COMMITTEE CHAIRPERSON MANUAL**

I. Committee Participant Roles

A. To conduct a successful meeting, Chairpersons should:

1. 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.
2. Appoint a secretary to keep minutes
3. Identify the purpose of the meeting at the start of the meeting and remind members of the parameters of the committee.
4. Follow the agenda established and modify if needed, never adding items.
5. Make guests and staff feel welcome.
6. 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 all committee members to express their opinions.
7. Maintain a reasonable time frame for discussion.
8. Appreciate when a consensus has been reached and act accordingly.
9. Clarify statements for understanding and summarize committee comments.
10. Know when to ask for technical advice and involve staff to clarify or provide background.
11. Decide when and if to direct questions to persons in attendance for their expertise. (P)
12. Determine when public input is appropriate and control the length of responses (P)
13. Decide when a sub-committee is needed and notify the GBEA
14. Assign members to work tasks when helpful or for efficiency
15. Identify agenda items for the next scheduled meeting and remind members of the date and time.
16. Lacking a quorum decide whether or not to continue the meeting – only discussion (not voting) is permitted.

B. Committee Members

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)

**RCSCW GOVERNING BOARD--
COMMITTEE CHAIRPERSON MANUAL**

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 GBEA 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 Committee Secretary or Secretary Pro Temp creates a public record following the guidelines identified in Section E. - Minutes.

E. RCSCW Staff

1. The role of staff is advisory. (B, P)
2. RCSCW Staff are assigned to Committees that are relevant to their RCSCW roles and responsibilities. Staff Committee Members provide advisory insight, guidance and reports on Committee topics. They do not “cast votes” on formal Recommendations to the Governing Board as other Committee Members do.
3. 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.

**RCSCW GOVERNING BOARD--
COMMITTEE CHAIRPERSON MANUAL**

F. Governing Board Executive Assistant (GBEA) Role Regarding Committees

1. The GBEA, hired by the GB, completes GB secretarial tasks and assists committees in following laws, RCSCW Bylaws, policies and rules.
2. The GBEA prepares agendas with the chairperson then posts them for public viewing, sends electronic notifications of agendas and minutes to committee members, and finalizes and posts accepted minutes on Board Docs.
3. The GBEA schedules and reserves rooms for meetings, provides the set up including name tags and guest sign in papers, and posts the schedule for committee meetings on Board Docs.
4. The GBEA retains lists of contact information for committee members, emails notifications at the formation and conclusion of the committees and manage application forms and evaluation survey data.
5. The GBEA posts committee goals on Board Docs and collects and attaches EOMs and EOYs to the GB meetings.
6. The GBEA assists with the wording of recommendations from committees to the GB and maintains an electronic file of committee actions.
7. The GBEA assists Chairpersons with special requests, monitors required timelines, and prepares hard copies as requested.

**RCSCW GOVERNING BOARD--
COMMITTEE CHAIRPERSON MANUAL**

Appendices

Welcome Letter: New Committee Members (Sample) – This letter is sent to new Committee Members on a Committee-by-Committee basis in July of each fiscal year.

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 Committee 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 (Sample from FY2019-20) – This letter is sent to all Committees on a generic basis toward the end of each fiscal year.

Dear FY2019-20 Committee Members:

Thank you for serving on a Governing Board Committee this year. While we continue to confront the threat of the Covid-19 virus, we have decided to make a Committee Evaluation Survey available to you at this time so you can share your thoughts about your Committee experiences. (Please note that the availability of this Survey does **not** mean that your Committee may not meet again this season – please continue to watch for news regarding **possible** Committee Meetings in April, May or June.)

In the meantime, RCSCW and the Governing Board would like to acknowledge that your willingness to participate in our community’s governance is much appreciated. Members who take the time and effort to become a part of the Association are ambassadors for our community. Kudos!

**RCSCW GOVERNING BOARD--
COMMITTEE CHAIRPERSON MANUAL**

Please feel free to complete the Committee Evaluation Survey as soon as possible by clicking on the blue Evaluation Survey LINK [at the bottom of this email](#). 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.) Chairpersons, as members of Committees, are encouraged to take the Survey, but Advisory Staff should not take the Survey for any Committees on which they sit.

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.

[\(SURVEY LINK HERE\)](#)

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. 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

**RCSCW GOVERNING BOARD--
COMMITTEE CHAIRPERSON MANUAL**

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