

The RCSCW Governing Board & Its Committees



Presentation to 2023 Fall TORCH Academy

Session 1 – October 5, 2023

Presented By: FY2023-24 Governing Board President Tim Hurley

RCSCW – Recreation Centers of Sun City West

Incorporated in 1993, Recreation Centers of Sun City West, Inc. (“Association”) was formed as a nonprofit corporation to function as an association of homeowners. This Association was organized to operate to provide for the acquisition, construction, management, maintenance, and care of Association Property.

RCSCW Governing Board – Composition & Meetings

- **A Governing Board of Directors of nine members provides oversight of the operation of the Association.**
- **Each Year, members elect three Directors to serve a three-year term.**
- **The Governing Board holds a workshop and a general meeting every month from September to June.**
- **Workshops are usually held in the Lecture Hall on the second Friday of the month at 9:00 a.m.**
- **General Meetings are usually held in the Lecture Hall on the fourth Thursday of the Month at 9:00 a.m.**
- **All Association Board and Committee meetings conform with AZ Open Meeting Laws (A.R.S. Title 33.1804)**

RCSCW Governing Board – General Powers

- **General Powers of the Governing Board are listed in Bylaw Article 4.18**
- **Duties and responsibilities of the Governing Board are listed in Bylaw Article 4.19**
- **Restrictions on Governing Board powers are enumerated in Bylaw Article 4.20**

Governing Board Committees

- Committees are established by the Governing Board to assist the Board in performing its duties.
- Committees recommend policy changes, analyze problems, and review operations as required to support the Board's oversight responsibilities.
- Committees also support the General Manager by providing analysis and recommendations based on their expertise in specific areas.
- Committees have no direct decision-making authority and are limited to presenting options and recommendations to the Governing Board and/or General Manager.
- A Director of the Governing Board shall chair each Standing Committee and may chair Special Committees.
- Chairpersons of Standing Committees are appointed by the President-elect with the advice and consent of the directors for a period of not more than one year from July until June and serve at the pleasure of the Governing Board.
- Committee meetings shall be open to Owner Members in the same manner as Governing Board meetings. 5

Governing Board Committees – Types & Numbers

- The Governing Board has two types of committees.
- Standing Committees remain active each year, and are provided for in Governing Board Policy C-02
- Standing Committees are:
 - Sports Pavilion and Bowling Committee
 - Budget & finance Committee
 - Chartered Club Committee
 - Golf Committee
 - Properties Committee
- Special Committees are authorized for specific tasks and have a defined term of service.
- Currently, there are two Special Committees:
 - TORCH Committee
 - Election Committee

Governing Board Standing Committees: Budget & Finance (B&F)

The Budget & Finance (B&F) Committee:

- Provides recommendations to the Governing Board regarding the General Manager's proposed Annual Financial Plan for the ensuing fiscal year, the Five-Year Financial Forecast, capital equipment and projects by December 1 each year, and the Association's insurance requirements and policies.
- Recommends a duly licensed certified public accounting firm to conduct the annual financial audit for Governing Board approval prior to January 1.
- Oversees and reports the performance and balances of invested Association Reserve Funds to the Governing Board on a quarterly basis and recommends Policy changes regarding the investment of Reserve Funds, as necessary.
- Reviews and recommends the Annual Audited Financial Statements of the Association for Governing Board approval.
- Reviews the Financial Policies and financial plans of the Association and makes recommendations for financial policy changes to the Governing Board, as needed.

Governing Board Policy C 03.1.2

Governing Board Standing Committees: Properties

The Properties Committee:

- Conducts, with Operations management, an annual inspection of all Association facilities to determine their material condition. The committee chairperson submits the findings, with any recommendations to the General Manager and the Governing Board by December 1, during the initial phase of the General Manager's budget planning process.
- Meets with the General Manager and appropriates staff to evaluate and make recommendations to the Governing Board on Association-proposed new construction, major maintenance or renovations and capital budget items related to properties of the Association. This includes Association facilities space requirements, if requested by the General Manager and/or the Governing Board.
- Reviews the Properties Policies and makes recommendations for changes to the Governing Board, as needed.

Governing Board Policy C 03.1.5

Governing Board Standing Committees: Chartered Clubs

The Chartered Clubs Committee:

- Acts as a liaison between the Governing Board and the Chartered Clubs.
- At the request of the Governing Board or the General Manager, investigates and makes recommendations regarding Chartered Club activities.
- Assesses club adherence to the Chartered Clubs RR&Ps (Rules, Regulations and Procedures), and make recommendations to the Governing Board and the General Manager for amending the RR&Ps annually.
- Works in conjunction with the Properties Committee reviewing all requests the General Manager receives for any changes to club spaces.
- The committee chairperson makes recommendations to the General Manager for capital equipment and projects by December 1, each year.
- Reviews the Chartered Club Policies and makes recommendations for changes to the Governing Board, as needed.

Governing Board Standing Committees: Golf

The Golf Committee:

- Acts as a liaison between the Governing Board and the members of the Association, inclusive of all Chartered Clubs, golf group leadership and recreational golfers.
- Reviews and makes recommendations to the Governing Board and the General Manager regarding overall operations of Environmental Services, Golf Operations and Marketing, including any proposed alterations of golf course designs, golf fees, golf cards or any ancillary golf revenues.
- Conducts an annual inspection of all Association Golf Courses to determine their material condition with management.
- The committee chairperson submits Recommendation to the Governing Board and the General Manager for capital equipment or projects by December 1, each year.
- Reviews the Golf Policies and makes recommendations for changes to the Governing Board, as needed.

Governing Board Policy C 03.1.4

Governing Board Standing Committees: Sports Pavilion & Bowling

The Sports Pavilion & Bowling Committee:

- **Acts as a liaison between the Governing Board and the members of the Association, inclusive of bowlers and all other users of the Sports Pavilion.**
- **Reviews and makes recommendations to the Governing Board and the General Manager regarding overall maintenance and operations of Sports Pavilion and bowling facilities.**
- **Provides recommendations to the General Manager and Governing Board prior to all potential changes in bowling fees or usage fees in the Sports Pavilion.**
- **The committee chairperson makes recommendations to the General Manager for capital equipment and projects by December 1, each year.**
- **Reviews the Sports Pavilion and Bowling Policies and makes recommendations for changes to the Governing Board, as needed.**

Governing Board Policy C 03.1.1

Governing Board Special Committees: TORCH

The TORCH Committee:

- Stands for “Tapping Our Resources, Citizens and Heritage”
- Aims to build a more informed citizenry by educating, involving and inspiring residents:
 - Conducts TORCH Academies in the spring and fall for interested residents who are willing to commit their time and energies to the seven-week process to learn more about the community
 - Offers limited class sizes to provide a hands-on, interactive experience
 - Features a variety of speakers and site tours
 - Allows participants to graduate with a well-versed understanding of the governance of Sun City West, including knowledge about Sun City West’s heritage; Golf Operations; Finance; Recreational Opportunities; Library; Bowling; Friends & Services; and future directions.

Governing Board Special Committees: Election

The Election Committee:

- **The Governing Board President, with the consent of the Governing Board, appoints the Election Committee Chairperson and no less than five owner members to the Election Committee.**
- **The Election Committee operates under Governing Board Policy C 02, with latitude within the Association Bylaws and Governing Board Policies.**
- **The Election Committee shall oversee and administer the election process and supervise the voting.**
- **The Governing Board has established hard dates for candidate package pick-up, submission of candidate petitions and resume due dates as well as the date & times of online voting as well as the in-person voting/election day in March.**
- **The Election Committee Chairperson establishes dates & formats for candidate training, photo & video communication opportunities and candidate forums as well as the dates & times for Owner-Member online voting registration.**
- **Once organized, the Election Committee operates apart from Governing Board involvement.**

The Association Needs Your Help!

This is Our Community...

- The Governing Board and all committee members are volunteer positions.
- If you would like to get involved, here are some ways --
 - Watch the Workshops and General Meetings on YouTube.
 - Attend meetings if you can. If you have an opinion, speak up!
 - Watch or attend the committee meetings that interest you.
 - Consider joining a committee.
 - Consider running for the Board.
- **Warning**: Be wary of op-ed pieces in the newspaper or rumors on social media!
- If you have a question or concern, call the Rec Centers to get a straight answer!



Thank you!
Questions are welcomed...