**Turtle Rock Community Association**

**Tools for Committees and Task Forces**

**Charter:** Create a Charter for Board approval, using the attached Charter Template. Review the charter periodically and revise it as needed, at least every two or three years.

**Minutes:** Prepare minutes using the attached Minutes Template. As not all Board members attend meetings, include enough detail in the minutes to inform all Board members of information learned and evaluation of alternative solutions (both pros and cons) before leading up to conclusions and recommendations. List in detail any action items or next steps to be taken by individual persons, including the CAM. For ease in reading, please highlight each change in topics (ie, with double spacing, bolding, or underlining).

**Proposals for Approval:** Prepare any proposals requiring Board approval or adoption using the attached Proposal Template attached. Consult with the TR FIRRM (Finance, Infrastructure Resources, Risk Management Committee) on any proposal requiring Association funding. The FIRRM will identify the source of funding (operating budget vs. reserve accounts) and the specific account name and number.

**Other Considerations:**

Unless absolutely necessary, please do not require the TR CAM to attend committee or task force meetings.

Whenever possible, use personal electronic devices to view documents and photos. Please refrain from requesting paper copies to avoid excessive office supply costs and an ineffective use of the CAM’s time.

Emails may be sent to the CAM for any direct requests or actions that need to be performed, such as obtaining quotes or bids. Otherwise, please do not copy or distribute to the CAM any other emails between members of the committee/task force; reading these become an ineffective use of the CAM’s time.

Email to the CAM only the ‘final’ set of minutes and proposals to be included in the monthly Board packets (no drafts). Submit final documents to the CAM no later than one week prior to the next Board meeting.

TR’s budget preparations for the ensuring year occur during August and September. All committees and task forces should submit any budgetary needs of their committee or any contractor with whom they consult and manage to the TR FIRRM no later than September 15th. These budget requests should include detailed explanation of how the funds will be used in the coming year.

Committees and Task Forces serve at the pleasure of the Board and must be reaffirmed at the beginning of each year by the new Board, following the elections of Board officers.

**Key Dates:**

One week prior to Board Meetings – Due date to submit to CAM all minutes and non-monetary proposals

Third Monday of each month – Due date to submit Proposal Forms for any expenditure proposal

September 15 – Due date for budget requests

Early October – Final budget workshop

Late October/Early November – Board vote to adopt next year’s budget

December 26 - Due date for candidate applications for next Board member election

14 days before the Annual Meeting – Meet the Candidates meeting

Last Week of January/First Week of February – annual meeting, elections, and organization meeting of the new Board

***Attachments: 1 – Charter Template***

***2 – Meeting Minutes Template***

***3 – Proposal Template***

***4 – Budget Request Template***