

**Eight Point Lake Property Owners' Corporation
Policy / Procedure**

Issue Date: 8/31/2024	Title: Committees of the Corporation	Author: Karla Hayden
Date Approved by BOD: 8/31/2024		Reviewer(s): Janet Terrell Doug Rau
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Statement of Purpose

Per the Bylaws of the Eight Point Lake Property Owners' Corporation (EPLPOC), the Board Chairperson shall have the authority to identify and create committees from the Board members or Corporation members as needed. These committees are formed for the purpose of promoting community safety, education, property preservation, environmental protection, and recreation for the interest of all property owners. *With exception of what is referred to as the "Executive Committee" within the EPLPOC Bylaws*, the policy and/or procedure statements presented below provide overall direction for committees established by the Board Chairperson.

Policy

1. It is the Board's policy that EPLPOC goals and related tasks are to be completed in a timely manner. To accomplish this, the Board may designate committees to perform functions or gather and provide information necessary for the resolution of the goals.
2. All EPLPOC members have the right to request the creation of a committee. The Board will consider these requests and the Board Chairperson shall create those committees deemed necessary.
3. Committees can be short term (otherwise referred to as 'ad-hoc') or long term (otherwise referred to as 'standing') based on their longevity and reason for creation.
4. Some committees may be created within the Board of Directors only; to investigate, gain knowledge, present findings, and provide suggestions to the board before being presented to all members.
5. A committee chair is chosen by its members. It is the chair's responsibility to:
 1. Provide the Board of Directors with the suggested resolution or steps necessary to complete the committee's assigned tasks.
 2. To ensure the tasks assigned to the committee by the Board of Directors are carried out.
 3. Report committee-related items (issues, progress, etc.) for consideration by the Board.

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4. Gather feedback from the Board and communicate it to the committee members.

Procedure

1. Each committee shall pick a chairperson who will represent them in reporting to the Board of Directors.
2. The committee may be required to but not limited to;
 - 2.1. perform investigations
 - 2.2. contact people or organizations
 - 2.3. solicit bids
 - 2.4. schedule events
 - 2.5. communicate dates with the Clubhouse Chair, Event Coordinator and the EPLPOC Chair
 - 2.6. create documents
 - 2.7. supply contracts and w-9's to the EPLPOC chair and treasurer
 - 2.8. work with other committees
3. Size of the committee will be determined by the Committee Chairperson.
4. Long term committees that are published in the Eight Point Lake Directory are open to all members of EPLPOC and can be joined throughout the year by contacting the Chairperson or emailing the corporation at info@8ptlake.org
5. The Chair of the EPLPOC Board, must contact all Committee Chairpersons prior to the fall membership meeting regarding their desire to continue in their position for the following year; so as to be able to request new members at the general membership meeting if necessary.
6. A new Committee Chair can be chosen by the committee members at any given time. If no committee members are interested in serving as the Chair, the Chairperson of the Board of Directors is to be notified so action can be initiated to enlist additional committee members who may be interested in serving as the Committee Chair.
7. Committees may be dissolved by the Board Chairman if the Board no longer sees a need for its existence or when all tasks the committee is responsible for have been completed to the Board's satisfaction.

REVISION HISTORY

Rev #	Date	Description of Revisions	Revised By
1.0	8/31/2024	Document origination.	Karla Hayden