

**VILLAGES OF WESTCREEK OWNERS ASSOCIATION, INC. ("ASSOCIATION")**

**Administrative Resolution No. 38**

**STRATEGIC PLANNING COMMITTEE TERMS OF REFERENCE**

WHEREAS, Article XIII, Section 13.01 of the BYLAWS directs the Board of Directors ("BOARD") to exercise for the ASSOCIATION the power to designate one or more committees; and

WHEREAS, the BOARD recognizes that short and long range planning is essential to the success of the ASSOCIATION; and

WHEREAS, the BOARD wishes to establish a standing Committee to review the general condition of the Association and prepare plans for Capital Improvements and other additions to the community facilities;

NOW THEREFORE BE IT RESOLVED THAT a standing STRATEGIC PLANNING COMMITTEE be established, having the following terms of reference:

**RESPONSIBILITY**

The primary responsibility of the STRATEGIC PLANNING COMMITTEE is to advise and assist the BOARD in developing positive plans for reaching short and long range goals and objectives which will benefit the ASSOCIATION, particularly as relates to needed improvements and additions which will require long-range funding. In fulfilling its responsibility, the STRATEGIC PLANNING COMMITTEE performs functions which include but are not necessarily limited to, the following:

1. Conduct surveys to measure member concerns in conjunction with the COMMUNICATIONS COMMITTEE
2. Review potential population figures and estimate maximum limits for facilities' use
3. Review potential additions to the community common areas and facilities
4. Rank by priority and recommend funding to the Finance Committee
5. May perform other functions as directed or approved by the BOARD.

**MANNER OF ORGANIZATION**

1. Membership - The STRATEGIC PLANNING COMMITTEE shall consist of a Chair, the Chairs of all other Committees, and any other members of the ASSOCIATION who wish to serve. Any MEMBER may join the Committee by attending two out of three successive Committee meetings and maintaining regular attendance thereafter. The secretary of the Committee is responsible for maintaining a roster of Committee members.

2. Term - The Chair of the Committee shall serve a one year term.

3. Chair - The President of the BOARD will appoint the Chair annually. At the first regular meeting of the STRATEGIC PLANNING COMMITTEE following the appointment of the Chair by the President of the BOARD, the Committee will elect an alternate Chair from among its members.

4. Vacancies - The BOARD may remove a Chair with or without cause. The Committee may vote to remove its Chair upon show of good cause. Vacancies created by either of the above or by death or by resignation of the Chair, shall be filled by the alternate Chair, and the Committee will elect a new alternate.

5. Secretary. The Chair will designate a secretary from among the members of the Committee. The secretary shall be responsible for keeping the Committee membership roster, recording minutes of all Committee meetings and in general maintaining written documentation on Committee decisions and activities. Further, the secretary shall keep a record of funds expended under the Committee's allocation from the BOARD.

6. Subcommittees. From time to time the Committee may create from among its membership such subcommittees as it deems necessary and desirable, so long as each subcommittee has specific goals and objectives approved by the Committee. The Committee Chair may form a subcommittee by appointing volunteers from the standing committee. The subcommittee will elect its own Chair. If the subcommittee Chair is absent from two successive meetings, the subcommittee may elect a new Chair and promptly notify the standing Committee Chair of the change.

### **DUTIES OF THE COMMITTEE**

The Duties of the standing STRATEGIC PLANNING COMMITTEE include the following:

1. Electing the alternate chair;
2. Assessing conditions and needs in the area of its responsibility;
3. Adopting goals and objectives and establishing priorities for Committee and subcommittee activities;
4. Proposing guidelines to the BOARD relative to its area of responsibility
5. Reviewing Committee terms of reference;
6. Developing Committee budget requests;
7. Taking such actions as directed by the BOARD.

Duties of the Chair include the following:

1. Coordinating and supervising the Committee activities and meetings to assure that Committee responsibilities are met;
2. Preparing Committee reports for submission to the BOARD;
3. Reviewing the budget with Committee Secretary to assure that funds are spent as allocated and to determine adjustments;
4. Establishing such subcommittees necessary, determining their purpose and appointing members
5. Reviewing and evaluating subcommittee activities to determine if need exists for their services.
6. Assuring that meetings of the Committee are held as follows:
  - (a) Regular meetings of the full standing Committee shall be held at least once each quarter or more often as necessary to carry out assignments and responsibilities. The purpose of at least one full Committee meeting is to hear and review the Committee's budget and policy recommendations and to integrate them into one Committee proposal to be submitted through the Chair to the Finance Committee

(b) Subcommittees will meet at least monthly for as long as it takes them to complete their tasks.

(c) Voting will be done by simple majority; in the event of a tie, a member of the BOARD may cast the decisive vote.

Reporting and Channels of Communication will be done as follows:

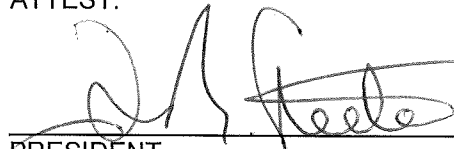
1. The Committee shall, through its Chair, submit to the BOARD, written reports on a regular basis. Such reports shall include at least the following:

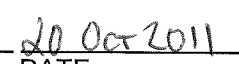
- (a) Summary of activities during past period;
- (b) Problems encountered and assistance requested;
- (c) Number of members at last meeting;
- (d) Plans for coming months;
- (e) Itemized listing of income and expenditures;
- (f) Recommendations and proposals with rationale.

2. The Committee Secretary shall prepare and submit minutes of committee meetings.

3. Verbal requests for information or assistance may be transmitted from the subcommittee chair to the Committee Chair and from there to the appropriate party and back, unless other channels have been directed by the BOARD.

ATTEST:

  
\_\_\_\_\_  
PRESIDENT

  
\_\_\_\_\_  
DATE

Book of Minutes # \_\_\_\_\_, Page