

**Volunteer Position: Committee Chairman – General**

**Term:** As appointed by the Board of Directors for a term to run concurrent with Officer Terms

**Active Committees (2022):** ACB, Contract Review, Document Review, Finance, Fine, Landscape, Welcome

**Key Functions of each Committee**

**ACB** – Architectural standards and approval, Covenant enforcement

**Contract Review** – Detailed review and preliminary negotiation of all contracted services  
(Community Management, Accounting, Insurance)

**Document Review** – Governing documents oversight (Articles of Incorporation, By-Laws, Covenants)

**Finance** – Banking, Budgets, Expenditures, Monthly Statements

**Fine** – Final independent decisions on the authorization of Fines imposed by the Board

**Landscape** – Community beautification planning, management and oversight

**Welcome** – Initial warm and fuzzy contact with new Owners

Other Committees can be added as needed by the Board of Directors

**Duties and Functions**

- Organize, schedule, attend, and lead all scheduled meetings of the respective Committee. Meetings are scheduled on an as needed basis depending upon the assignment of tasks through the year to meet assigned deadlines
- Monitor and oversee the progress of each meeting to insure the time spent by each Member in attendance is productive and efficient. Seek input and formulate decisions in a timely manner
- Direct and assign tasks and deadlines to Committee members
- Respond in a timely fashion to Committee member issues and questions
- Provides input to the President on all Committee matters as necessary for inclusion in Monthly Board meeting Agendas
- Liaise with the Fairview Estates Board of Directors the actions and concerns of the Committee at their monthly Meetings. Formulates and presents the respective Committee Report at each Monthly Board meeting and provides a written summary of Committee activities to the Secretary for inclusion in Monthly Board Meeting minutes
- Create, organize, approve, and see that the Agenda for any Committee meeting is posted prior to the 48-hour notice requirement, if necessary (Notice is required should a quorum be present)
- Create, organize, approve and see that the formal meeting minutes document from a respective Committee meeting is distributed to Committee members in a timely manner and archived accordingly, if necessary
- Attend the Annual Membership meeting in February and present a general report on the respective Committee activities over the past year to the Membership (Fine Committee excluded for privacy)
- Oversee recruiting actions to properly staff the respective minimum 3-member Committee with engaged volunteers
- Break any tie votes of the Committee when approving or authorizing actions to be sent to the Board of Directors, if necessary
- When there is a change of position, work collaboratively with the new Committee Chairman to facilitate a smooth transition of them into their new assignment
- Perform any other Committee task or action that may become necessary or assigned by the Fairview Estates Board.