



VHA Policy 4.1

Committees – Creation, Staffing and Reporting

Authorization:

- Bylaws of The Villages Homeowners Advocates, Inc., (VHA)
- VHA Board of Directors Mandate

Policy Statement: It is the policy of VHA to establish committees of the Board of Directors or committees of the VHA as appropriate to permit effective and efficient oversight of the VHA, as well as program or project development. Such committees may be either permanent (or standing) committees or temporary (or ad hoc) committees.

Committee Creation:

- **Standing Committees:** A standing committee shall have a committee charter that defines the committee's purpose, scope of activities, and size and structure.
- **Ad Hoc Committees:** An ad hoc committee shall have a clear statement of purpose and a time limit for the completion of its assignment.
- **Board Committees:** A committee of the Board of Directors is created by a successful motion at a Board meeting. This applies to both standing and ad hoc committees.
- **VHA Committees:** A committee of the VHA is created by the VHA President. This applies to both standing and ad hoc committees.

Committee Staffing: The VHA President assigns committee chairpersons. At his/her discretion, the President may recruit and assign additional members to the committee or may delegate recruitment and staffing of additional committee members to the chairperson.

Committee Reporting Structure: Each committee's reporting responsibilities shall be specified in either the committee's charter or its statement of purpose.

- **Board Committees:** Committees of the Board of Directors report to, and are overseen by, the Board. Typically, the line of communication shall be at regular or special Board meetings. Between such meetings, Board committees may communicate through the VHA President as Board chair.
- **VHA Committees:** Committees of the VHA report to, and are overseen by, the VHA President through whom they communicate with the VHA at large.