

**SUN CITY SHADOW HILLS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS**

**EMERGENCY PREPAREDNESS SUB-COMMITTEE**

**Charter:**

This charter ("Charter") governs the operations of the Emergency Preparedness Sub-Committee (EPSC) established by the Board of Directors (the "Board") of Sun City Shadow Hills Community Association (the "Association"). As specified in Article X, Section 10.02 of the Bylaws, the EPSC is established as a Subcommittee ~~with to~~ the Safety Advisory Committee (SAC) ~~which shall be advisory to the SAC~~. The SAC shall be advisory to the Board. and serves at the pleasure of the Board. The EPSC is authorized to make recommendations to the SAC regarding matters of community emergency preparedness, which in turn, will make recommendations to the Board. The Board shall review and reassess this Charter, the Committee's effectiveness, and review the charter periodically.

**Mission:**

To convene on a regular basis to assist the Board, the GM and make appropriate recommendations to the Board of Directors designed to improve the emergency preparedness of our community in a manner that is beneficial to the Association and the community at large. Additional scope of work for the EPSC shall be reviewed and updated annually by the Board.

**Interface with and Reporting to the Board of Directors:**

The EPSC, ~~to the SAC~~, has been established by, and serves at the direction of, the Board of Directors. Therefore, the EPSC Chair ~~shall make regular monthly reports to the SAC Chair and the SAC Chair shall forward the monthly reports~~ to the Board of Directors of their activities. These reports shall be in writing and shall be submitted to the association office no later than ten (10) days prior to the regularly scheduled monthly Board meeting. The EPSC Chair (or his/her representative) shall attend the Board meetings in order to answer questions related to the Committee's activities. Any items requiring a vote of the Board of Directors should be included on the agenda as a new business item. In order to add an item to the agenda, the SAC/EPSC ~~Chairs~~ should contact the association office no later than ten (10) days prior to the regularly scheduled Board meeting.

The President of the Board of Directors shall appoint a Board member to serve as the Board liaison to the EPSC for the purpose of acting as an interface with the full Board of Directors. The EPSC Board liaison may be the same as that for the SAC. The Board liaison has no voting power and does not serve to constitute a quorum for committee meetings. The President of the Board serves as an ex-officio member of all committees and may attend any meeting s/he deems necessary.

The Board president has the authority to disband the ~~Committee~~ EPSC at any time for any reason. In addition, the Board president has the authority to disqualify any member upon recommendation of the SAC/EPSC Chairs or a consensus of the Board of Directors for lack of experience or productive participation in the EPSC.

#### **Interface with Staff:**

The General Manager with approval by the president of the Board of Directors will appoint a member of the management staff to serve as a liaison to the EPSC. **This liaison may be the same as that for the SAC.** This liaison is an excellent resource for information regarding the Association and the operations relative to the purpose of the EPSC. The EPSC should refer questions to and seek assistance from the staff liaison when appropriate. If the question requires further research, the staff liaison will instruct the EPSC Chair of the most efficient way to accomplish the need.

At no time should the EPSC Chair or members of the ~~Committee~~ EPSC direct staff to perform a task for the EPSC or direct staff on how to perform their job. If the EPSC requires staff assistance beyond that provided by the staff liaison, the request should be directed to the General Manager who will assign the appropriate staff member(s) to support the task/request of the EPSC.

#### **Appointment of Committee Chair** (Bylaws Article X Section 10.03):

The President of the Board of Directors shall appoint the EPSC Chair annually as described in Article X Section 10.03 of the Bylaws.

#### **Committee Composition** (Bylaws Article X Section 10.03(b)):

The EPSC should be composed of **full-time** homeowners with a knowledge of safety/emergency tasks who have expressed an interest in serving the community. The EPSC shall have at least three (3) members and not more than seven (7) members. Membership on this EPSC shall be from the membership of the Association and members shall be in good standing throughout the term of their service. No more than one member from the same family may serve on this EPSC at the same time. Members serve for a two-year term and may be selected to serve ~~up to two (2)~~ additional successive terms as requested by the Chair of the SAC **or the Board president.** Members of the EPSC **and any additional subcommittees** serve without compensation for services rendered.

#### **Formation of Sub-Committees:**

The EPSC may form sub-committees to perform various tasks. One member of the sub-committee must be a member of the EPSC. **Sub-committee members may be part-time residents in good standing.** Sub-committee members may attend SAC committee meetings but may not vote on agenda items to come before the SAC/EPSC.

## Attendance at Meetings

Attendance is an important part of Committee membership. Members who miss three (3) consecutive meetings or miss four (4) meetings during the committee year may be removed at the option of the Committee ~~Chairs man~~ or the President of the Board.

Members of the EPSC may request an attendance waiver in the event of planned and unplanned **long-term** absences, at the discretion of the SAC/EPSC Chairs or the president of the Board. At no time may more than two (2) members have such a waiver due to the effect on the ability of the Committee to establish a quorum and conduct business.

## Appointment of Members:

The SAC/EPSC Chairs may recommend the EPSC members, **and subcommittee members**, based on the members' ability to carry out the duties and responsibilities outlined in the Mission. The SAC Chair shall submit the names of the prospective members to the Board of Directors for approval prior to the first meeting of the EPSC.

**The SAC Chair may delegate the appointment of EPSC subcommittee members to the EPSC Chair. The EPSC Chair shall forward the names of all subcommittee members to the SAC Chair.**

## Duration of Committee:

The EPSC will serve from January 2016 and thereafter as determined by the President of the Board.

## Code of Ethics and Committee Member Conduct

Members of the EPSC, **and any of its subcommittees**, will be asked to sign a statement acknowledging that they have read, understand and agree to abide by the Sun City Shadow Hills Community Association Code of Ethics and Rules of Conduct for Volunteer Board Members, Officers, and Committee Members. ~~and the Sun City Shadow Hills Unlawful Harassment Policy.~~

## Meetings and Time Commitment:

Time Commitment: Time commitment may be considerable as members are expected to review reports and study issues related to the emergency preparedness of Sun City Shadow Hills Community Association. **Subcommittee members will be required to attend regular training specific to emergency preparedness.**

Regular Meetings: This EPSC meets regularly, on an as needed basis, as determined by the committee. Special meetings may be held periodically.

Action without Meetings: Any action by the EPSC required or permitted to be taken at any meeting may be taken without a meeting if all of the members of the EPSC shall individually or collectively consent in writing to such action. Actions not involving discipline may be by phone. Any such consent shall be filed with the minutes of the proceedings of the EPSC.

Quorum and Voting Requirements: At all meetings of the EPSC a majority of members shall constitute a quorum for the transaction of business, and the vote of a majority of members present at a meeting at which a quorum is present shall constitute the decision of the EPSC. If at any meeting of the EPSC there shall be less than a quorum present, those present may adjourn the meeting from time to time. At any such adjourned meeting at which a quorum is present, any business that might have been transacted at the meeting originally called may be transacted without further notice.

**Authority to Spend Funds:**

The EPSC has no authority to expend funds of the association or to direct staff to expend funds without the explicit approval of the Board of Directors. The EPSC may justify and request from the Board of Directors approval for expenditures directly related to the duties of the EPSC. If the EPSC requests expenditure, the EPSC Chair should contact the association office to have the expenditure request included on the agenda no later than ten (10) days prior to the regularly scheduled board meeting.

Approved By:

*Joan Dzuro*

Sun City Shadow Hills Community Association  
Board of Directors

Date: 1-1-19