

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

***THE VIEW* ADVISORY COMMITTEE**

Charter:

This charter (“Charter”) governs the operations of *The View* Advisory Committee (the “Committee”) 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 Committee is established as a standing committee which shall be advisory to the Board and serve at the pleasure of the Board. The Committee is authorized to make recommendations to the Board regarding publication of *The View* magazine. The Board shall periodically review and reassess this Charter plus the Committee’s effectiveness and shall recommend any proposed changes to the Board.

Mission:

To convene on a regular basis to create content for and work together with staff to publish *The View* magazine.

Interface With and Reporting to the Board of Directors:

The Committee has been established by, and serves at the direction of, the Board of Directors. Therefore, the Committee Chair shall make regular reports to the Board of Directors about the Committee’s 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 Chair (or his/her representative) shall attend the Board meetings in order to answer questions related to the Committee’s activities. Any item 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 Committee Chair 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 Committee for the purpose of acting as an interface with the full Board of Directors. The Board liaison has no voting power and does not serve to constitute a quorum for Committee meetings.

The Board President has the authority to disband the Committee at any time for any reason. ~~In addition, the President has the authority to disqualify any member upon recommendation of the Committee Chair or a consensus of the Board of Directors for lack of experience or productive participation in the Committee. All Committee members serve at the discretion of the Board.~~

Interface With Staff:

The General Manager, with approval of the President of the Board of Directors, will appoint a member of the management staff to serve as a liaison to the Committee. This liaison is an excellent resource for information regarding the Association and its operations relative to the Committee's purpose. The Committee should refer questions to and seek assistance from the staff liaison when appropriate. If a question requires input from the Board of Directors or further research, the staff liaison will instruct the Committee Chair about the most efficient way to accomplish the need.

At no time should the Committee Chair or members of the Committee direct staff to perform a task for the Committee or direct staff how to perform their jobs, outside of their normal job descriptions. If the Committee requires staff assistance beyond that provided by the staff liaison, the Committee should direct its request to the General Manager, who will assign the appropriate staff member(s) to support the Committee.

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

The President of the Board of Directors shall appoint the Committee Chair annually as described in Article X, Section 10.03, of the Bylaws. There is no limitation on the number of terms the Chair of the Committee may serve.

Committee Composition (Bylaws, Article X, Section 10.03(b)):

The Committee should include a wide range of homeowners who have expressed an interest in volunteering to serve the community. The Committee shall have at least three (3) members and up to fifteen (15) members. Members on this Committee shall be from the membership of the Association, and these 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 Committee at the same time without approval of the Board.

The Committee Chair will submit names of new prospective members to the Board of Directors for approval along with minutes of Committee meetings.

Members serve for a two-year term and may serve up to two (2) additional successive terms (for a total of six years of service) upon request of the Committee Chair. Committee members serve without compensation for services rendered. The President of the Board serves as an ex-officio member of all committees and may attend any meeting he/she deems necessary.

Formation of Subcommittees:

The Committee may form subcommittees to perform various tasks without requiring Board approval. At least one member of the subcommittee must be a member of the Committee. Subcommittee members may attend Committee meetings but may not vote on agenda items that come before the Committee.

Attendance at Meetings:

Attendance is an important part of Committee membership. Members who ~~_~~miss three (3) consecutive unexcused meetings or who miss four (4) unexcused meetings during the Committee year may be removed at the recommendation of the Committee Chair and the approval of the Board of Directors. ~~option of the Committee Chair or the President of the Board.~~

Members of the Committee may receive a waiver on attendance if they are seasonal residents of Sun City Shadow Hills. Members desiring such a waiver must request it at the beginning of their year of service so that all members are aware of the seasonal nature of their service.

Appointment of Members:

The Committee Chair may select Committee members based on the members' ability to carry out the duties and responsibilities outlined in the Mission. The Committee Chair shall submit the names of prospective members to the Board of Directors for approval prior to the first meeting of the Committee.

Duration of Committee:

The View Advisory Committee members will serve ~~from April or May a two-year term, commencing on the annual meeting date. (depending on the Annual Meeting date) to April or May of the following year.~~

Code of Ethics and Committee Member Conduct:

Members of the Committee 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: The time commitment may be considerable as members are expected to review various publication methods, create editorial content for use in various publications, and assist in the distribution of *The View* magazine.

Regular Meetings: The Committee shall meet regularly but no less than four (4) times per year. Special meetings may be held periodically.

Quorum and Voting Requirements: ~~At all meetings of the Committee, a majority of members shall constitute a quorum for the transaction of business; and the vote of a majority of members attending a meeting at which a quorum is present shall constitute the decision of the Committee. If at any meeting of the Committee 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.~~

At all meetings of the Committee a majority of voting members shall constitute a quorum for the transaction of business, and the vote of a majority of members attending a meeting at which a quorum is present shall constitute the decision of the Committee

Authority to Spend Funds:

The Committee has no authority to expend Association funds or to direct staff to expend funds without the explicit approval of the Board of Directors. The Committee may justify and request from the Board of Directors approval for expenditures directly related to the duties of the Committee. If the Committee requests an expenditure, the Committee 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.

Additional Scope of Work:

The Board shall review and update annually the following additional scope of work for the Committee:

1. Responsible for providing all content for the “Feature Stories” section of *The View* magazine.
2. Publish an extended editorial calendar so that Committee members and staff can plan future magazine layouts.
3. Provide staff with “proofing” and editing support for the entire magazine.
4. Provide photos to support articles in the magazine and for storage in a photo library for future use.
5. Advise staff on content and layout of the magazine.
6. Work together with staff on other related duties as requested.
7. Annual review of printing and design contracts/agreements, about which the Committee may make recommendation to the Board.
8. Coordinate activities with other Advisory Committees ~~(especially the Information Advisory Committee, which manages the community website).~~
9. Annual review and advice to the Board of Directors concerning publication and other budget requirements.

Approved By:

Sun City Shadow Hills Community Association
Board of Directors

Date