

**GREENBELT STATION MASTER ASSOCIATION  
ADMINISTRATIVE RESOLUTION NO. 2016-3  
ACTIVITIES COMMITTEE CHARTER**

WHEREAS, Article VII, Section 7.01 (c) of the By-Laws grants the Board of Directors all the powers, duties and authority vested in or delegated to the Association and not reserved to the membership; and,

WHEREAS, Article VII, Section 7.01 (f) of the By-Laws grants the Board of Directors the authority to establish such committees as the Board deems necessary or advisable; and,

WHEREAS, the Board of Directors deems it desirable to establish an Activities Committee to advise the Board of Directors on community activities;

NOW THEREFORE, be it resolved that an Activities Committee shall be established, and that it shall operate in accordance with the procedures set forth below:

**DUTIES AND RESPONSIBILITIES**

The sole purpose of the Activities Committee shall be to advise the Board on community activities including, but not limited to the following:

- Proposing an annual events schedule and budget for community activities
- Arranging and conducting community activities approved by the Board of Directors

The Board may assign the committee with other specific tasks from time to time as it deems appropriate. The committee is solely advisory in nature and has no authority to act on behalf of the Association unless specifically authorized by the Board of Directors. The committee has no authority to expend or commit funds of the Association or to direct or otherwise represent the Association with service providers.

**ELIGIBILITY**

Committee members must be Greenbelt Station Master Association homeowners in good standing. Good standing is defined as the absence of any liens, privilege penalty, assessment delinquency, architectural or covenants violation, or pending legal action with the Association.

**APPOINTMENT AND TERMS**

The total number of committee members shall be no less than five (5) and no more than seven (7) unless approved by the Board. Each member shall be appointed by the Board. Available committee seats shall be advertised prior to appointment. Recruitment of candidates may be done through newsletters, email, websites or other means deemed appropriate by the Board. Interested homeowners shall submit a written request for appointment to the General Manager, including any personal or professional information (e.g., related experience or training, service on other committees, etc.) which might assist the Board in the appointment process. The Board of Directors shall strive to ensure that owners from varying home types and locations within the community are represented on its committees. Committee members shall be appointed annually by the Board and shall serve one year terms. The Board shall make additional appointments throughout the year as vacancies occur. These appointees shall serve for the remainder of the term of the committee member being replaced. Committee members in good standing are eligible for reappointment. Owners may not serve on more than one committee at a time. There shall not be more than one owner of a household serving on the same committee at the same time.

## **REMOVAL AND DISSOLUTION**

The Board may remove any committee member, including the Chairperson, at any time for any reason. The committee may make recommendations to the Board, regarding the removal of committee members. A committee member may be removed, upon written notice from the committee Chairperson, for failure to attend three (3) consecutive committee meetings, or a total of four per year. The Board may disband this committee at any time, for any reason.

## **ELECTION OF OFFICERS**

The Chairperson of the committee shall be recommended by the committee members and appointed by the Board annually. Other officers shall be elected by the committee members. At a minimum, the committee shall elect a Secretary who shall be responsible for recording accurate minutes of the committee's meetings and submitting them, after committee approval, to the General Manager for inclusion in the next Board meeting package and the Associations records. The minutes shall include a record of committee member attendance and all votes of the committee. The Chairperson, or Chairperson Designee, shall be responsible for chairing meetings of the committee. The Chairperson shall be responsible for responding in a timely manner to all pertinent communications, including email.

## **MEETINGS**

Committee meetings shall be held in a location approved by the Board of Directors. All committee meetings shall be open to homeowners. The committee Chairperson shall ensure that the General Manager is advised of all regular committee meetings and that those dates are publicized to the community through means deemed appropriate by the Board. If it is necessary for the committee to reschedule or cancel a meeting, the committee Chairperson shall notify the General Manager at the earliest possible time so that homeowners can be quickly notified. The committee Chairperson shall be responsible for contacting the members of the committee regarding rescheduled or cancelled meetings. "Special" meetings may be scheduled by the Chairperson upon two business days posted notice, stating the reason for the meeting. All committee meetings shall be conducted generally in accordance with Robert's Rules of Order. A quorum, of the committee must be present to convene a meeting or conduct formal voting procedures. A quorum is defined as a majority of the current members present either in person, by teleconference, video conference or other electronic means used to provide two way communications. A majority vote of members, while a quorum is present, will constitute a decision of the committee. All voting shall be conducted in open session. The committee Chairperson shall designate an open forum time period at the beginning of the meeting for resident input. The forum time period shall not exceed three minutes per person. Upon completion of the open forum, further resident input shall be at the discretion of the Chairperson.

## **COMMUNICATIONS**

In the interest of ensuring strong communication between the Board and the committee, it is expected that the committee Chairperson, or their designee, shall attend each regularly scheduled business meeting of the Board. At least five business days prior to the monthly Board meetings, the committee Chairperson shall provide the General Manager a report summarizing committee actions, including recommendations, updates on the status of pending tasks, and requests for assistance from the Board. This report will be included in the Board meeting package. The Chairperson, or their designee, shall be available at the Board meetings to answer questions. The committee Chairperson is expected to maintain regular communications with the Board and the General Manager. When appropriate, the committee shall provide accurate and timely information about its activities. It is the responsibility of the committee to ensure that this information is updated on a regular basis.

## **SUBCOMMITTEES, VOLUNTEERS AND OTHER RESOURCES**

Subcommittees of the committee may be formed, subject to Board approval. Non-committee volunteers may be solicited by the committee, for assistance on certain specified projects. Such volunteer positions should be advertised to the Association membership before appointment. The committee may then make recommendations to the Board for approval. Volunteers are not members, voting or otherwise, of the committee.