



COMMITTEE SERVICE GUIDELINES

As a membership organization, Valley Lo Club is governed by members to serve members. Standing and special committees (i.e., task forces, sub, and/or ad hoc committees) are an important part of Valley Lo Club's leadership structure and vital to its success. Committees help Valley Lo Club achieve its strategic goals by identifying needs, discussing issues, and proposing programs and policies. Additionally, ad hoc and task forces may be appointed by the Valley Lo Club's Board or General Manager for a short duration to assist with a program/initiative or to address timely issues that emerge.

Rewards - Committee service is a rewarding professional growth experience, providing members with opportunities to increase their knowledge and understanding of the issues facing the Club, to meet and learn from fellow members, and to influence the future of the Valley Lo Club's Association.

Expectations - If you are appointed to a standing committee, you are committing to at least one year of service and will be requested to:

- Be present at required meetings or events. Most standing committees meet in person for one hour. Finance meets monthly; House, Social, and Grounds/Sports meets six times; Membership meets four times, and hosts three to four events, plus conducts all new member interviews.
- Participate in conference calls and online discussions as needed.
- Prepare for all meetings by reading relevant materials in advance.
- Respond to requests for feedback by the requested deadlines.

Eligibility - All Equity members are eligible to serve on standing committees after one year of full membership.

Committee Chairs - Committee chairs oversee the work of the committees, prepare for and chair committee meetings, and report to the Board of Directors. Chairmen and Vice Chairmen are Board Members.

Committee Staff Liaisons - Each committee is assigned a professional staff liaison who supports the committee's work by preparing background materials and assisting in the planning and implementation of meetings and programs.

Committee Service Volunteer Forms - All Committee Service Volunteer Forms are one month before the Annual Meeting, approximately April 15th. Committee appointments will be made from the pool of members submitting committee service materials by the deadline. To develop an inclusive rich pool of candidates, Valley Lo Club leaders are asked to identify potential applicants and encourage them to submit the required volunteer information.

Appointment - To appoint the most representative and effective standing committees, Valley Lo Club strives to develop a pool of qualified members from various sectors of our membership. Expertise, professional experience, as well as other volunteer experience will be considered in the appointment process. Appointments are made by the Valley Lo Club Chairmen and Vice-Chairmen and approved by the Valley Lo Club Board of Directors to achieve a balanced representation of members, gender, age group, skill sets, and experience.

As committee placements and needs vary annually, Valley Lo Club cannot guarantee the selection of all volunteer applications each year. Typically, more requests to serve are received than there are committee openings. Therefore, volunteer forms of members not selected will be maintained, with permission, for consideration the following year.

Being a Valuable and Active Valley Lo Club Committee Member

Each year, the Board of Directors or General Manager shall announce to the members the opportunity to apply for committee membership. Equity members interested in serving on one of the Corporation's Standing Committees must apply at least one month before the Annual Equity Member Meeting. Applying is not a guarantee of service due to the limited number of positions available. (Source: Bylaws, Article VI, Section 3)

Each member of a Committee shall continue as such until the next annual election of Directors of the Corporation and until his/her successor is appointed, unless the Committee shall be sooner terminated, or unless such Committee Member is removed from such Committee, or unless such Committee Member shall cease to qualify for any reason as a Member of such Committee. Members may serve on only one Standing Committee concurrently. A Committee member who fails to attend seventy-five percent of the Committee meetings each year shall automatically be removed from the Committee. Members may not serve on the same Committee for more than six (6) consecutive years. (Source: Bylaws, Article VI, Section 4)

Responsibilities of a committee member

- Know the committee's purpose.
- Learn about the committee's activities.
- Learn about the committee members and staff.
- Read recent meeting minutes and reports.
- Attend committee meetings; inform the chair/general manager when you have a conflict.
- Participate fully in all committee work.
- Provide input on issues being discussed.
- Fully and impartially consider other committee members' comments.
- Actively contribute to reaching committee consensus

Before a meeting

- Read the agenda and materials.
- Make notes of comments or questions you might have.
- Disclose any conflicts of interest to the chair/general manager before the meeting.
- Do any necessary background reading to become familiar with programs/activities.
- Contact the committee chair and general manager if an item needs to be placed on the agenda.
- If responsible for a report, complete it and turn it in ahead of time.

During a meeting

- Make sure that you understand how the committee operates.
- Listen and respect the views of others.
- Raise your comments/questions clearly, giving reasons for your views.
- Ask for information or clarification if needed.
- Share your expertise and experience when appropriate.
- Disclose any conflicts of interest when appropriate.
- Consider your available time when accepting additional duties.
- Consider the actions the committee and/or you need to take on projects.
- Vote on items thoughtfully, giving clear reasons for negative votes.



After a meeting

- Understand what items were for information only, for discussion, or require further action.
- Understand with whom you can share the discussions outside of the committee.
- Know what tasks you were asked or agreed to do.
- Follow up on those tasks, keeping the committee chair and manager informed.
- If you were not able to attend the meeting, you should contact the chair for a synopsis of what occurred at the meeting to ensure you remain an active member of the committee.

Committee Meetings

Committees are advisory. At times, the Committees will be required to vote on decisions or recommendations, which will be reviewed by the Board of Directors.

A majority of the whole Committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Committee. Each Committee may adopt rules for its own governance not inconsistent with these bylaws or with rules adopted by the Board of Directors. (Source: Bylaws, Article VI, Section 7-8)

Most committee meetings aim to obtain a genuine consensus of members' opinions and to develop projects or programs that will benefit most of the interests represented by the members. Where unanimity on an issue is not achieved at a committee meeting, this usually is noted in the meeting minutes so that it can be resolved later if needed.

COMMITTEES APPOINTED BY THE BOARD OF DIRECTORS

FINANCE AND PLANNING COMMITTEE

The Finance and Planning Committee shall be responsible for overseeing the financial operations of the Corporation, including the preparation annually of appropriate budgets for the Corporation's operations for consideration and adoption by the Board of Directors, and shall keep informed of the financial condition of the Corporation and make periodic reports to the Board of Directors concerning the same. The Finance and Planning Committee, acting in concert with the Membership Committee, shall also recommend to the Board the amount of the entrance fee for each class of membership, the amount of the applicable dues to be charged members for each category of use privileges in which they choose to participate, and the amounts of special assessments.

GROUNDS AND SPORTS COMMITTEE

The Grounds and Sports Committee shall oversee the maintenance, upkeep, and policing of the grounds, golf course, racquet courts, beach, boat slips, Junior Sports Club, lake, and programming for fitness and pool. It shall make rules regarding the use of the sports facilities including golf, golf simulator, racquets, beach, sun decks, lake, fitness, and pool, which shall be subject to approval by the Board. The Committee shall not make any substantial changes in the grounds or other facilities without prior approval of the Board. The Committee may appoint such Sub-Committees as it may require assistance in its work, such as Golf Committee, Paddle Committee, Tennis Committee, and Junior Sports Club Committee. The Grounds and Sports Committee shall coordinate with the Finance and Planning Committee concerning budgetary matters.

The Grounds and Sports Committee is comprised of VLC Sports Coordinators. Those positions include but are not limited to the Men's and Ladies' Paddle Coordinators, Men's and Ladies' Tennis Coordinators, Men's and Ladies' Golf Coordinators, and the JSC Coordinator.

HOUSE COMMITTEE

The House Committee shall oversee all operational and maintenance aspects of all buildings on the property, including the Clubhouse (which includes the dining facilities, indoor pool, fitness center, and administrative services). It shall make house rules regarding the use of the Clubhouse and other indoor facilities, which shall be subject to approval by the Board. The House Committee shall not make any substantial changes to the Clubhouse facilities without the approval of the Board. The House Committee shall coordinate with the Finance and Planning Committee concerning budgetary matters.

MEMBERSHIP COMMITTEE

The Membership Committee shall review membership applications, admit new members and recommend the suspension or termination of any member by standards, guidelines, and procedures which the committee adopts subject to approval by the Board, keep membership rosters current, determine the various categories of use privileges to be afforded to members and periodically evaluate and review same if and as necessary, certify official voting member status, maintain the membership redemption lists by Article III, Section 9 of these bylaws, and coordinate such membership redemptions with the Finance and Planning Committee. The Membership Committee, acting in concert with the Finance and Planning Committee, shall recommend to the Board the amount of the entrance fee for each class of membership. The Membership Committee shall coordinate with the Finance and Planning Committee concerning budgetary matters.

SOCIAL COMMITTEE

The Social Committee shall oversee all special events, entertainment, dances, games, and amusements at the Clubhouse or on the grounds and in this regard shall coordinate, when appropriate, with subcommittees of the Ground and Sports Committee relating to golf, tennis, and water sports activities. The Social Committee shall coordinate with the Finance and Planning Committee concerning budgetary matters.

AD HOC COMMITTEES

The Board of Directors or the General Manager shall appoint special or ad hoc committees as needed. These are temporary committees to address a specific issue, and they are accountable to the Board of Directors for the completion of their assigned responsibilities. Members of these committees may include Directors, Standing Committee members, or members at large.