

1. Purpose: The primary purpose of this committee is to work with a professional web-designer to ensure that the community's needs and interests are reflected and maintained in a new and more user-friendly website for Sierra Canyon residents.

Responsibilities: a detailed listing of the responsibilities of the Committee.

- 1.1. Recommend budget considerations for professional website design, development, maintenance and support of an interactive community website for Sierra Canyon residents.
- 1.2. Work with the Community Manager to develop a RFP for new website design and maintenance, review bids from professional web-designers and prepare a cost analysis of various web-platforms available.
- 1.3. Recommend strategies for organizing the website content to make it most useable for our residents.
- 1.4. Serve as ongoing liaison with the BOD and the community, ensuring that the SCA website is always responsive to the community's changing needs.

2. Organization:

- 2.1. The Committee shall be composed of five (5) Members, all of whom are appointed by the Board. The Board shall assign a Board Member to serve on each Committee. The other four Committee Members shall be drawn from the membership of the Association who are not on the Board. All Committee Members are Voting Members.

Note: If a Committee currently has more than 5 Members, it will be reduced via attrition to 5

- 2.2. Association Members having a unique expertise on issues under consideration may be requested by the Chair, as needed, to serve as non-voting advisors to the Committee
- 2.3. The Committee may request the Board to appoint a member of the Management Company staff to serve as non-voting advisory members of the Committee
- 2.4. Officers shall be a Chair, Vice-Chair and Secretary. The Chair and Vice Chair must be Voting Members of the Committee. The Secretary may also be a Voting Member, a Resident volunteer who is not a Committee Member, or a Management Company staff member. Officers are appointed/approved by the Board and may be based on recommendations of the Committee Members.

3. Duties of the Officers:

3.1. Chair:

- Conducts meetings of the Committee
- Prepares meeting agenda, with assistance of Vice-Chair if necessary

- Reviews draft minutes prior to their distribution to committee members
- Prepares a written report of committee activities after each meeting, including all requests for action by the Board. Submits report at least seven (7) days prior to the regular Board meeting and may present it orally at that meeting. Draft minutes, approved by the Chair, may be submitted in lieu of a separate written report
- Personally reviews or delegates the review of all written responses, statements and recommendations of the Committee which are not voted on during Committee meetings
- Obtains prior written approval of the Board and Community Manager before funds are expended to support Committee work
- Serves as a resource for Committee Members, Association Members, the Board, and, when requested, by the Administrative Staff
- Works with the Administrative Assistant to provide Charter, agendas, minutes, reports, and other work product on the Sierra Canyon Website

3.2. Vice Chair:

- Performs the functions of the Chair in the Chair's absence
- Assists the Chair in reviewing applications to fill vacancies
- Agrees to serve as Chair when Chair retires, if nominated by the Committee and approved by the Board of Directors

3.3. Secretary:

- Takes minutes, or if the Community Management Company provides that function, coordinates and is responsible for the finished work
- Assists in preparing reports to the Board
- Assists with communications, including newsletter articles, website postings, etc.

4. Membership

4.1. Qualifications

- Any Association Member in Good Standing qualifies for committee membership, except as noted herein
- An education, background or experience in fields related to the purpose of the Committee is highly desirable
- Generally no Committee Member may simultaneously serve as a Voting Member on another Sierra Canyon Association Committee; the Board may make exceptions
- Two Committee Members residing at the same address are not eligible to serve simultaneously on the same Committee
- Geographic diversity of Committee Members within Sierra Canyon is desirable

4.2. Appointment

- Applicants for vacant positions will be solicited by email from the Community Manager, and/or orally at a Board Meeting
- Applicants for committee membership shall be interviewed by no more than three (3) Board Directors appointed by the Board for that purpose. If requested by the Board, the Community Manager may participate in the interview
- Committee Members shall begin service upon appointment by the Board
- New Committee Members will be asked to sign a copy of the Charter and Code of Conduct, indicating they have read them and they will comply with them

4.3. Term of Members

- All Committee Members terms shall end at the annual meeting. For those Committee Members serving for a two (2) year term, then the end of their term will occur on the second consecutive annual meeting.
- The term of Voting Members shall be for two (2) years starting on the date of the most recent annual meeting, except for a new Committee where the initial terms shall be staggered (e.g. 2 to serve 1-yr and 3 to serve 2-years)
- There is no limit to the number of terms a Member may serve. However, the Board may choose not to reappoint a Committee Member in order to make way for new blood or other qualified applicants
- The Board designated Director's term shall end when that Director is no longer a Member of the Board; the Board may also decide to appoint a different Director as the Board designated Committee Member.

4.4. Term of Officers

- The term of office will be for two (2) years starting on the date of the most recent annual meeting.
- The same person may be reappointed to an office for an additional two-year term

4.5. Ad Hoc committees (see Chapter 7, section 5, item 3) normally have a lifetime less than 2 years; if one lasts longer than 2 years, then the terms of Officers and Members are subject to items 5.3 and 5.4 immediately above

4.6. Conditions of Membership

- After three (3) excused Committee meeting absences or one (1) unexcused Committee meeting absence in a year's time, a Committee Member may be removed from the Committee at the discretion of the Chair. (An excused absence is defined as an absence with prior notification to the Chair or Vice-

Chair, or an emergency situation precluding notification. All other absences would be regarded as unexcused absences.)

- Committee Members are expected to act as a team in carrying out responsibilities and to behave courteously to others. In the event any committee member fails to do so, the Board, with the advice of the Chair, may remove the Committee Member from the Committee.
- A Member who loses Good Standing status shall no longer be eligible for Committee Membership, until such time as that status is restored.
- The Committee or its individual Members shall have no authority or power to direct the work of employees of the Association or any contractor hired by the Association in any respect. Only the Board can approve bids and contracts
- Prior written approval shall be obtained from the Board before funds are committed or expended to support Committee work.
- The Board, in its sole discretion, may elect to terminate any Ad Hoc or non-standing Committee at any time. The term of all such Committee Members shall immediately terminate upon the termination of that Committee.
- The Board, at its sole discretion, may elect to terminate any and all Members of a Standing Committee, and appoint a new set of Committee Members

6. Meetings

6.1. Meetings of the Committee must observe the requirements of the earlier topics of this Chapter, specifically:

6.1.1. Meetings of the Sierra Canyon Association (Chapter 7, Section 2)

6.1.2. Board and Committee Meetings (Chapter 7, section 3)

6.1.3. Sierra Canyon Association Committees (Chapter 2, section 5)

6.2. With the exception of the Nominating Committee and the ARC, Committees must meet at least semi-annually, should meet at least quarterly, and may meet more frequently as decided by the Chair.

7. Committees and Committee Members have no authority or jurisdiction over the Community Management Company staff and contractors unless explicitly assigned/approved by the Board.