

Windmill Harbour Association

General Charter for all Committees

I. **Purpose:** The purpose of each Committee established by the Windmill Harbour Association is to provide assistance to the Board of Directors in meeting its responsibilities and broaden the Association's input on decisions as a whole. Each committee's membership shall serve as a training ground for future leaders.

II. **Organization:**

Type: Each committee will remain in force until such time the Board of Directors votes, by majority vote, to abolish such Committee.

Number of Members: The Committee shall be comprised of no more than five (5) members, including the Liaison and the Chairperson. Sub committees can be established with additional members selected by the Chairperson, as approved by the President.

Board Liaison: One member of the Board of Directors shall be appointed by the Board President, subject to the Board's approval, on an annual basis, to serve as a liaison to the Committee. The Liaison may be removed at any time for any reason by the Board of Directors. The Liaison shall provide information and updates concerning the Committee to the Board of Directors at its monthly meetings.

Chairperson: The Board President shall appoint a Chairperson annually, subject to the approval of the Board of Directors. On certain committees, the Liaison may also serve as the Chairperson. The Chairperson may be removed at any time for any reason by the Board of Directors.

Membership: Committee members must be members of the Association in good standing and shall be appointed to the Committee by the Chairperson. Each member shall serve for one year subject to renewal by mutual agreement of the member and chairperson. A member may be removed from the Committee by the Chairperson, as approved by the President.

III. **Operations:**

Meetings: Each Committee shall meet as often as needed at the call of the Chairperson.

Reports: The Chairperson, or a Committee Member designated by the Chairperson, shall prepare written reports for submission to the Board of Directors via the Board Liaison to keep them abreast of changes, developments, and the Committee activities.

Authority: Each Committee exists at the pleasure of the Board of Directors and functions solely in an advisory capacity for the benefit of the Board.

Restricted Functions: The Committee shall not spend any Association funds without the approval of the Association's management agent or the Board of Directors. The Committee does not have the authority to give direction and/or instructions to contractors or servicemen without approval of the Association's management agent. The Committee does not have authority to give direction and/or instructions to the management agent without approval of the Board President.

- IV. Confidentiality:** Each Committee Member shall keep and maintain the confidentiality of such information acquired in connection with serving on the Committee until such time as the Board of Directors, in its sole discretion, determines that the dissemination of such information is appropriate. At the discretion of the Chairperson and President, any breach of confidentiality by a committee member shall constitute grounds for dismissal from the Committee.
- V. Responsibilities and Duties:** Each committee Chairperson shall prepare a list of responsibilities and duties for his/her designated committee as approved by the Liaison. The Chairperson shall review and distribute by email this General Charter and the associated Responsibilities and Duties to each committee member.

This Committee Charter was adopted and approved by the Board of Directors of Windmill Harbour Association on the 22nd day of January 2018.