

Bixby Village Community Association
Committee Interaction Policy
In accordance with the BVCA Ethics Policy

Committee Charter

Bixby Village Community Association is fortunate to have a large number of homeowners who volunteer on the Committees. The Board of Directors would like to thank all of those homeowners who volunteer their time and effort to improve our Association. It is homeowners such as yourself who continue to make Bixby Village an enjoyable community in which to live. The following Charter was created to keep uniformity and structure in all Committees within BVCA.

All BVCA Committees are chartered to advise/assist the Board and work with Management in a professional manner.

RESPONSIBILITIES

1. Provide support to the Board, Management Company and Association Contractors by recommending programs, procedures and purchases to efficiently maintain and improve the Association. Recommendations should include perceived priority of need.

MEMBERSHIP

1. Committee Members shall consist of volunteers who are Homeowners and are appointed by the Board of Directors.

AUTHORITY

1. Committee functions in an **advisory** capacity to the Board only.
2. Committees are not authorized to spend monies on behalf of the Association.
3. Management and Board have the authority to authorize proposal requests without notice to the Committee.

COMMITTEE REPORTS

1. Recommendations should be presented in the form of a written proposal to the Board of Directors.

INTERACTION

1. Committee Members will interact in agreement with the following:
 - Committee Chairs speak to Management directly and Management to the Board.
 - Chairs/Sub-Chairs from any committee can communicate with other committee Chairs/Sub-Chairs; however, *Management and Board Liaison will need to be cc'd on all BVCA correspondence.*
 - All correspondence will be made in a respectful and professional manner.

*Failure to comply with the aforementioned Committee Charter may result in the removal of the Committee Members by the Board.