

General Job Description for all committees

Purpose of the Policy

To ensure consistency and co-operation among committees.

This policy does not apply to the Strata Committee. Please refer to the Strata Committee Job Description for specific policies that apply to this committee.

Source of authority

- committee members are approved by the board (refer to Rule 20).
- the committee is accountable to the board.
- the committee reports to the board monthly and the general membership at general meetings.
- committee members may be removed by the board.

Committee size minimum of four, maximum of nine.

Term of office for Chair one year, no greater than a continuous period of three years. The members of the committee elect the chair annually, in January. Members of the committee are not restricted in their term of membership.

Quorum three committee members.

A member will be able to vote on committee matters after having attended at least two meetings in advance.

Members missing three meetings in a row without sending regrets will no longer be on that committee.

Committees are responsible for their budget and must receive approval of the Board for any single expense of more than \$ 500.00 with the exception of the Maintenance Committee whose limit is \$ 5,000.

Committees and Committee Chairs are encouraged to co-operate with other committees and Chairs and share their information and minutes of their meetings within PIPA guidelines.

Approved September 20, 2007

Modified October 30, 2007

