

**LAKE COLUMBIA PROPERTY OWNERS ASSOCIATION (LCPOA)
POLICY, PROCEDURES AND GUIDELINES FOR COMMITTEES**

Purpose: The Board of Directors of the Lake Columbia Property Owners Association (LCPOA) seeks to enlist the assistance of members of the Association to carry out the work of the Association and provide input into the daily affairs of the Association. The LCPOA Bylaws provide the Board with the option to establish committees for this purpose.

Article I, Section 2, paragraph I reads as follows:

“Committees. To establish such committees as it deems necessary, convenient or desirable and to appoint persons thereto for the purpose of implementing the administration of the Association and to delegate to such committees any functions or responsibilities which are not by law required to be performed by the Board of Directors...”

Policy:

- I. Effective August 22, 2022, the LCPOA Board of Directors is establishing several Committees and instituting this policy, procedures and guidelines for all current and future committees. The objective is to enlist the support and assistance of Association members to participate on the various committees. This policy, procedure and guideline document will ensure consistency for the establishment and implementation of all committees.
- II. All LCPOA Committees formed by the Board of Directors shall comply with the Policy, Procedures and Guidelines for LCPOA Committees.
- III. The LCPOA Board of Directors shall maintain at all times the following committees: Policies and Procedures, Finance, Building Control and Watershed and Lake Management.-Other committees shall be formed as needed and remain in effect until no longer required as determined by the Board of Directors.
- IV. All LCPOA Committees formed by the Board of Directors shall have a charter that defines the purpose, structure and objectives of the committee. All committee charters shall be developed using a standard template provided by the Policies and Procedures Committee.
- V. The appointed committee members shall be responsible for final review and approval of the charter in collaboration with the Policies and Procedures Committee before proceeding with business. Once the charter has been approved by the committee members, final approval is required by the Board of Directors.
- VI. The Policies and Procedures Committee shall be responsible for maintaining all Board approved charter documents, including any forms required, and collaborating with the Communications Committee to share information with members and provide transparency utilizing LCPOA Website or other Board approved communication tools.

Procedures:

- I. **Committee Charter:**
 - A. **Definition:** A committee charter is a document that states a committee’s Mission, Authority, Reporting and Communications, Composition and Terms of Appointment, Meetings, Guidelines, and Responsibilities as outlined in this procedure. All team members help to create the committee charter.
 - B. **Benefit:** A committee charter shall provide a succinct mission that everyone on the committee supports. A committee charter assures alignment within the committee regarding mission and responsibilities and roles.
 - C. **Process:** Committee members shall come to the initial committee meeting prepared to share experience and information.
 1. Committee members will elect Chairperson from voting members, with the exception of Finance, and Watershed and Lake Management Committees.
 2. Committee members will identify stakeholders’ commitment and understanding of respective charter.
 3. Sharing that which each committee member brings to the Committee, their individual expectations and experiences that are essential to encourage support and buy-in.
 - D. **Mission:** Once the process and leadership of the committee is established, the focus is on the deeper aspects of the charter. These items will become the guiding principles that all committee activities shall

**LAKE COLUMBIA PROPERTY OWNERS ASSOCIATION (LCPOA)
POLICY, PROCEDURES AND GUIDELINES FOR COMMITTEES**

support. Work of the Committee shall be data driven and consistent with the LCPOA Deeded Restrictions and Bylaws.

1. Key items are as follows:

- a. Spell out the principles in the Mission Statement to guide the committee for the duration of their work together.
- b. Identify the key role that the committee plays in the success (financial and/or otherwise) of the LCPOA.
- c. Craft a mission statement that is succinct. This may or may not be shared more widely beyond the committee, but keeping it succinct means it's easy to mentally grasp

E. Authority:

1. Established by resolution by the LCPOA Board of Directors.
2. The charter is to be reviewed annually and revised as necessary by the committee and presented to the Board in response to the LCPOA needs.

II. Committee Reporting and Communications:

- A. The Committee Chairperson shall report the committee's activities to the Board each quarter and as needed as circumstances require.
- B. The committee shall have prompt and unrestricted access to management and all relevant information.

III. Committee Composition and Terms of Appointment:

- A. Each committee shall be comprised of three LCPOA Members and one Board Liaison with the exception of Finance, and Watershed and Lake Management Committees. Each committee may be assigned an Office Staff Advisor and/or a Consultant. However, each committee can recommend their own committee composition for Board approval if more than three members are required.
- B. Committee members term of service is three (3) years.
- C. Committee members annual appointment occurs at Annual Meeting in May.
- D. Initial Committee member appointments will be made and confirmed by the Board in August 2022, with the first-year term concluding May 2023. Members may succeed themselves once or twice; however, Board approval is responsible for supporting opportunity for inclusive member participation for the committees to ensure diverse input, ideas, and change as necessary for the future success of the LCPOA.
- E. Initial appointments in August 2022 are staggered so at least two Committee Members carry over to the next election when a vacancy occurs, to maintain continuity and fresh perspective. After initial staggered appointments, all Committee Member appointments will be for three-year terms.
- F. Unless otherwise approved by the Board of Directors, Finance and Watershed and Lake Management are the only committees requiring the Chairperson appointed by the Board of Directors. All other committee Chairpersons shall be elected from the voting members of the respective committee.
- G. **Committee Charter Position Descriptions:**
 1. Board Committee Member Chairperson selected annually (applies to Finance and Watershed & Lake Management Committees) – Board appointed, voting member, and term based on Board appointment.
 2. Committee Member Chairperson – elected by the committee members.
 3. Board Liaison - Board appointed, non-voting member, and term based on Board appointment.
 4. Board member liaisons to all committees' and chairpersons, including Finance and Watershed & Lake Management committees, shall be appointed annually, within ten days after the Annual Meeting.
 5. Office Staff Advisor – Office Manager assigned, non-voting member, and term length at the discretion of the Office Manager.

**LAKE COLUMBIA PROPERTY OWNERS ASSOCIATION (LCPOA)
POLICY, PROCEDURES AND GUIDELINES FOR COMMITTEES**

- 6. Committee Member – Board appointed, voting member, and term based on election calendar year.
- 7. A non-voting Consultant shall be a Board approved scope of services bid contract for a designated period based on project requirements determined by the respective committee.
- H. Appropriate committee quorum must be determined based on number of voting members.
- I. All members are appointed by the LCPOA Board of Directors with the approval by a quorum of the Board of Directors.
- J. All Office Staff Advisors are designated by LCPOA Office Manager with the approval by a quorum of the Board of Directors.
- K. Committee may establish sub-committees with Board approval within the committee to address specific projects or issues.
- L. All appointed committee or sub-committee members must be in “Good Standing” per By-laws.
- M. Committee members may not participate in more than two (2) committees at the same time.
- N. All committee members must sign the LCPOA Board and Committee Code of Conduct Policy.

IV. Meetings:

- A. All committees shall meet at least once each quarter and additionally as circumstances require.
- B. The Chairperson will manage the meeting using the agenda and summary templates provided by the Policies and Procedures Committee.

Guidelines:

- I. As determined by the respective committee members to include in the charter to further focus on the committee mission.
- II. Committee charters are essential because they are used to identify shared goals, encourage buy-in from individual members, and keep the team cohesive. They also help keep the team on track by articulating the overall purpose.
- III. Although it takes time to create a charter, it’s risky to skip this step. Absence of a charter often results in chaos and missteps because there is no clarity around roles, operations, or the team’s overall direction. A committee charter reduces risks for failure.
- IV. Identify potential stakeholders. Stakeholders are not just the Lake Columbia Property Owners. The best lake management plans include a variety of interests connected to a lake, township/county/state organizations, State of Michigan Environment, Great Lakes, and Energy (EGLE), Department of Natural Resources (DNR), Drain Commission, River Raisin Watershed Council, other agencies, and agricultural interests in the watershed.
- V. Keep the LCPOA Members and community informed and seek input. Written or oral surveys can be used to help identify what users consider to be problems. Seek information from various sources when gathering data to characterize the water body. Hold meetings at which information is gathered and answer questions. Solicit input from all your contacts.
- VI. Maintain communication with relevant agencies for information about any necessary applications, permits, zoning issues, to be used for a prerequisite for grant funding from natural resources agencies.
- VII. Identify the problems. Assume that everyone’s perception of a problem has merit. When a problem is identified, consider its impact, location, and timing, as well as known contributing factors.
- VIII. Prioritize the problems. Recognizing that perhaps all problems can’t be tackled at once.
- IX. Identify and develop goals and actions related to the prioritized issues.
- X. Choose site-specific goals and strategies that address those goals. There may be several ways to address a problem, but success usually comes from the most site-specific actions and problem-specific actions being implemented.
- XI. Determine a timetable for the goals and actions, as well as how control actions will be measured. This should allow efforts and activities to be coordinated, especially in the instance of seasonal actions, such as fish stocking or chemical treatment of invasive plants, etc.

**LAKE COLUMBIA PROPERTY OWNERS ASSOCIATION (LCPOA)
POLICY, PROCEDURES AND GUIDELINES FOR COMMITTEES**

- XII.** Determine leadership and fiscal responsibility. Dividing responsibilities, while having accountability, will increase chances of success.
- XIII.** Set process and times for suggesting changes and modifying the plan as needed. Establishing regular time for review (annual, bi-annual, etc.), as well as processes by which suggestions for change are made, will help ensure that results get reviewed in a timely manner.
- XIV.** Work closely with the Finance Committee to ensure financial planning supports the committee for operating budget and capital budget.
- XV.** Estimate the economic costs. Enhance awareness of grants or other funding that may be available.
- XVI.** Investigate and recommend proactive measures, if necessary, regarding emerging problematic committee issues, which may come to the Committee's attention.
- XVII.** Ensuring that the Board receives accurate and complete committee-related information.
- XVIII.** Performing any other oversight function as requested by the Board.
- XIX.** Consensus of the Committee making recommendations to the Board.
- XX.** All Committees receiving a copy of the LCPOA Bylaws and Deed Restrictions for reference.

Responsibilities:

- I.** Unique to each committee.
- II.** Consensus of the Committee making recommendations to the Board.
- III.** Committee recommendations to the Board shall be supported by information which is data driven to provide the opportunity for the Board to make the best decision.

LCPOA Board of Directors Approved August 22, 2022