



Handbook for SIPOA Board/Committee Volunteers

Welcome! Thank you for joining the SIPOA Volunteer Community!

The Board of Directors and Committees are the backbone of our community association. Each member plays a vital role in making our community the best it can be.

The Board of Directors is the governing body of the association.

Committees support the Board by providing research and input on specific aspects of the community. The findings and recommendations of SIPOA committees have a direct impact on the community goals and decisions.

In this handbook you will find information that will assist you and your fellow volunteers in becoming effective members of SIPOA's governance process.

AUTHORITY

The SIPOA Restrictive Covenants define the purpose and business of SIPOA. The SIPOA Bylaws further define the community governance structure and roles within the organization that enable the Board to fulfill their purpose. SIPOA is also subject to the terms of the SC Nonprofit Corporation Act, and the 2018 SC Homeowners Association Act.

SIPOA OVERVIEW

SIPOA is a 501c(4) non profit corporation providing quasi municipal services for community/social welfare. The Association is governed by a 12 member Board of Directors who are elected to staggered three-year terms. The Association operates using a *Policy-based Governance* model. The daily operations of the organization are performed by personnel employed by the association, consisting of an Executive Director, Department Heads and staff.

The association has complexities and details about which no one individual Board or committee member will have total knowledge. Committees serve the valuable function of reviewing and analyzing a situation or issue, and by making policy recommendations to the Board.

The Bylaws provide for nine Standing Committees that are chaired by Board members:

- Architectural Review Committee (ARC)*
- Environmental
- Finance
- General Operations and Maintenance (GOMC)
- Legal
- Long Range Planning and Development (LRP)
- Safety & Security*

**ARC and Safety & Security are duly appointed representatives of the Board and can act on behalf of the Board in decision making and consideration of appeals. Both the Committee chair and vice chair must be members of the Board of Directors.*

The Bylaws provide for two additional committees:

- Nominating
- Elections

There are two Special Committees:

- Activities
- Communications

Committees may form subcommittees as needed to focus on special topics, events or research.

COMMITTEE AUTHORITY

The Bylaws provide specific information on committee authority and membership.

§7.1 AUTHORITY OF COMMITTEES IN GENERAL. Unless otherwise provided in these Bylaws or directed by the Board, committees will act in an advisory capacity to the Board. Committees that have been specifically delegated the authority to act on behalf of the Board (such as the ARC or the Safety and Security Committee) must have at least two Directors as members and shall appoint a secretary at each committee meeting to take minutes with respect to any actions taken by such committee. Committees shall make formal recommendations to the Board only upon the affirmative vote of the committee members present at a meeting at which a Quorum is present, unless otherwise specifically disclosed to the Board. Members of any committee designated by the Board may participate in any meeting of such committee by means of a conference call, telephone, video conference or similar communications devices by which all members of the committee participating in the meeting can hear each other at the same time. Such participation constitutes presence at the meeting just as if the committee member had been physically present.

§7.2 APPOINTMENT OF COMMITTEE CHAIRPERSONS AND VICE CHAIRPERSONS. As soon as practicable after the Annual Meeting of Property Owners, the President shall appoint Directors to serve as chairpersons and, where deemed necessary, vice chairpersons of the standing committees, subject to the approval of a Majority of the Directors present at the first regular meeting at which a Quorum is present. The Treasurer, as a function of such office, shall serve as chairperson of the Finance Committee.

§7.3 APPOINTMENT OF STANDING COMMITTEE MEMBERS. Committee chairpersons shall select and appoint the members of their committees from among Property Owners in Good Standing or their spouses or Declared Domestic Partners, or holders of an equitable or beneficial interest in Property owned by an Entity that is a Property Owner in Good Standing, and shall promptly notify the Secretary of the appointments. Committee members serve at the pleasure of the chairperson; provided, however, any committee member may at any time be removed by the Board at its sole discretion.

The Bylaws also provide specifications on the scope and purpose of each committee (See Appendix 1). The Bylaw descriptions and/or committee charters state the committee's mission and responsibilities within a functional area. Committees may refer issues to other committees if outside their scope.

COMMITTEE ORGANIZATION

Committee Composition

Standing committees, with the exception of Nominating and Elections, are chaired and vice chaired by a member of the Board of Directors. Special committees are chaired by a member of the Board of Directors. The committee minimum and maximum number of members is determined by the Chair. ARC is the only committee with a membership limit (5 plus 2 Board members) and term limits (3 years).

Only SIPOA Property Owners in Good Standing can serve on SIPOA committees.

Recruiting Members for Committees

Seabrook Island Property Owners reflect a wide range of valuable skills and expertise. Property Owners are encouraged to participate as committee members in areas of interest to them. Although Property Owners are welcome to volunteer at any time of the year, the committee year begins in February/March following the SIPOA Annual Meeting.

Volunteers can express their interest in one or more committees by submitting a SIPOA committee volunteer form which is available at sipoa.org. The volunteer form allows interested Property Owners to designate their areas of interest, including any background/experience that might be relevant in service on a particular committee. The electronic form goes directly to the Admin staff who provide it to the committee chairs. Committee members don't automatically continue on a committee from one year to the next. Current committee members must submit a form each year if they want to volunteer again. The committee chairs

review all the submittals, contact the candidates, and determine the composition of the committee to incorporate a combination of old and new members.

Once the committee members have been selected, the committee chair must forward a list of members, including contact information to the administrative staff. Staff will update committee records and update the membership in the committee Sharepoint and/or other contact lists. If committee membership changes during the year, staff must be notified.

It is strongly recommended that new committee members review the SIPOA governing documents and the prior year's committee minutes to get up to speed on committee activity. In addition, much of SIPOA committee business is conducted electronically. Committee members are expected to be competent in using technology to obtain committee materials, attend committee meetings, and receive/send general communications.

COMMITTEE ROLES

Under Policy Based Governance the committees, with the exception of the ARC and the Safety & Security Committee that have specific authority, monitor specific sectors of SIPOA activities and make recommendations to the Board and Executive Director, and provide assistance upon request.

- At regular Committee meetings, committees monitor progress against annual Strategic Objectives and note any areas where progress is lacking or unforeseen impediments arise. Also, to bring forward to the Board, general recommendations for policy development or amendment.
- Upon specific request of the Board
 - Committees recommend policy to the Board consistent with the parameters of the committee's scope. Committees do not make policy.
 - Review proposed new initiatives, provide perspective to Staff.
 - Review proposed revisions each year to the Strategic Plan in their respective areas.
- At the Request of Staff:
 - Review contracts requiring Board approval and make recommendations for approval by the Board.
 - Provide expertise and volunteer personnel to assist with the development of initiatives and/or implementation of objectives.

Committees and Committee chairpersons act solely in a supporting role, unless specifically tasked by the Board. They may provide information to Department Heads and the Executive Director but will not give direction to Staff. The Executive Director reports to the Board. Staff reports to, and takes direction from, the Executive Director.

Most committees have a designated staff liaison to provide expertise. Committees do not perform operational management or direct Association personnel.

Committee Positions

Board members are appointed to Chair and Vice Chair positions at the Organizational Meeting following the SIPOA Annual meeting.

Special Committees have a Chair who is a Board member, and a Vice Chair who may or may not be a Board member.

Committee Chair

Role: To provide leadership to ensure the committee's responsibilities are achieved within the parameters of the committee scope and/or charter.

Key Responsibilities: The committee Chair's key responsibilities include:

- Review and interview potential committee candidates and create a roster of committee members
- Establish a regular committee meeting schedule and provide to staff for inclusion on the SIPOA calendar
- Plan and conduct committee meetings
- Provide leadership and control the flow of discussion at committee meetings
- Maintain an overview of the committee's goals and activities
- Review lists of interested volunteers to participate in task forces or specialized groups to assist the committee
- Maintain good working relationships with other committees and SIPOA staff
- Prepare and/or review committee meeting minutes
- Submit any items recommended for Board action to the Executive Director prior to the Board meeting per the meeting and submittal calendar
- Compose a monthly committee report for the Board Consent Agenda Committee Reports per the meeting/submittal calendar
- Draft the committee annual report and submit to SIPOA Executive Director for edits and publication
- Oversee draft biannual Property Owner survey questions to submit to LRP Survey subcommittee committee
- Work with staff liaison to provide and annual orientation specific to the committee's scope and functions

Committee Vice Chair

Role: The Vice Chair acts on behalf of the committee in the absence of the Chair and has, therefore, the same responsibilities as the Chair.

Committee Secretary

Committees may appoint a secretary at each committee meeting to take minutes with respect to any actions taken by such committee.

Committee Voting Members

All members of the committee have an equal vote within the committee. Committee members may not delegate their vote to another committee member but may vote through participation in the committee meeting by telephone, conference call/video or other electronic means.

Subcommittees

Subcommittees may be formed to research and advise on special topics related to the committee's charter or goals. Subcommittees may include non-committee members who may bring special expertise to the subcommittee.

Committee Advisors

The Board may authorize paid or unpaid professional advisors to a committee to provide technical, legal or skill specializations to assist the committee in their functions. Advisors shall not vote. Committees and committee members may not enter into agreements with, request proposals from, or solicit work from vendors or advisors. Agreements and proposals are administered by the Executive Director with approval by the Board.

Committee Member Liability

The SIPOA Directors and Officers liability insurance policy covers committee members in performance of their volunteer duties. However, committee members should be mindful that they are subject to relevant laws and perform as a fiduciary on behalf of *all* Property Owners. Like Board members, the committee members have a "duty of care" in their roles as community representatives. Committee members have a duty to act in good faith to work for the Association's benefit with the care an ordinarily prudent person in a like position would exercise

under similar circumstances. *Bottom line: Committee members are covered by Association liability insurance; however, your actions and words are a part of the total exposure of the Association.*

COMMITTEE RELATIONSHIPS

Committee Relationships with the SIPOA Board of Directors

Committees report to the Board of Directors. Each committee provides advice and recommendations to the Board in the area specified in the committee scope/charter. Committees also keep the Board informed of issues within the committee's area of interest. Although the Board receives advice from committees and SIPOA staff, the Board alone has final decision making and policy creation authority.

Committee Recommendations to the Board of Directors

Committee recommendations to the Board must be approved by a majority vote of the committee members. Recommendations should be forwarded to the Executive Director for addition to a Board agenda. Each recommendation should include:

- A clear definition of the subject of the recommendation/request
- A copy of the motion approved by the committee
- Reasoning/justification for the recommendation/request
- Explanation of how the recommendation/request is related to the SIPOA goals and strategic plan
- If a funding for the recommendation/request is not included in the budget, a explanation of the funding needed and a completed Project Charter Form (Appendix 2)

Committee Relationships with SIPOA Management and Staff

An essential element in the operation of a committee is its working relationship with the Executive Director and staff. The committees work closely with the Executive Director and staff administrators whose management of day to day operations, costs, staffing, and plans are critical to the effective and smooth operation of association business. Committee chairs and members may not direct SIPOA personnel with regard to committee or other matters. Any committee taking on special tasks or reports that are beyond the regular scope of committee/staff interaction, must contact the Executive Director to discuss the committee requirements so as not to impact the administration's work plan.

In addition, where the Board has tasked a committee with addressing a specific issue, committee chairs work directly with the Executive Director or his/her staff to frame the issue and develop recommendations for the Board.

All committee-staff interactions are to be conducted with courtesy, dignity and respect. Committee chairs have a responsibility to protect staff from personal attacks and rude behavior at committee meetings. Chairs should inform the Executive Director of any issues or problems with staff.

The Executive Director and SIPOA staff are resources committees can rely upon for technical expertise, financial information, historical knowledge and insight into the organization. This includes how the association is organized and functions, facilities and equipment within the organization, sources of goods, services, consultants, staff roles and capabilities, what is possible, practical or realistic given current circumstances, budgets, repair/replacement projects, projected funding for capital projects.

Administrative Support

Committees should not expect administrative support (e.g., typing, proofreading, copying), from the SIPOA staff.

Committee Relationships with Other Committees

Cooperation with other committees is valuable. Finding effective solutions to issues may involve input from other committees, each with a specific area of responsibility and expertise.

From time to time, committee might have projects that require another committee's input or support. Where appropriate, promote communications between committees by designating liaisons with other committees. Committee members are encouraged to read the monthly committee summaries included in the Board Consent Agenda, and the minutes of other committees (available on sipoa.org).

External Relationships

The Executive Director is responsible for SIPOA-related communications with outside agencies, including the press and vendors. Committee members do not represent the Association unless they have been specifically authorized by the Board President or Executive Director. Committees shall not communicate with anyone outside of SIPOA regarding SIPOA or committee business except when authorized by the Board President or Executive Director

Committee members shall not visit, make requests of, or correspond with vendors regarding operations or contracts.

EFFECTIVE COMMITTEE OPERATIONS

Overview of Committee Operations

Effective committees must accomplish the following tasks:

1. Plan committee calendar
2. Prepare for meetings/create agenda
3. Conduct meetings
4. Prepare minutes of committee actions and provide to administrative staff for posting on the website
5. Prepare committee recommendations for Board consideration
6. Work toward completing milestones specified in the Strategic Plan
7. Complete monthly reports and annual report

Plan committee calendar

Each year the committee chair must prepare a meeting calendar and provide the calendar to administrative staff for scheduling purposes and coordination with other committee meeting schedules.

Meetings may be held in person, electronically, or in a hybrid format.

Most committees meet once/month at an established time and place. Consistency of meeting time and place is important to allow committee members to plan their schedules and participate. However, if it appears that there is no business to discuss or if the committee will lack a quorum, committees can meet less often. The committee should establish its own schedule based on what needs to be accomplished and the schedule necessary to meet the committee's goals.

Prepare for Meetings

Prepare and distribute the agenda. The agenda is usually prepared by the committee chair in consultation with the staff liaison. Some committee agendas are prepared and distributed by SIPOA staff. In either case, agendas for all committees should be forwarded to SIPOA staff for record keeping purposes.

Committee Agenda Packets and Materials

Most committee meeting packets are created in electronic format and distributed via email to the committee members. Additionally, many committees have Sharepoints where materials can be uploaded.

Conduct Meetings

Committees must have constructive, productive, effectively managed meetings. SIPOA Board and committee meetings are conducted in accordance with Robert's Rule of Order (robertsrules.com). Meetings may not be recorded on audio or video. The meeting minutes serve as the record of the meeting. Most committee meetings

are closed, however the Chair or vice chair may invite Property Owners, technical advisors, or other guests to attend as needed.

Tips for Conducting a Meeting

1. Call to Order
2. Confirm Quorum (50% +)
3. Designate committee member to take minutes
4. Adopt the Agenda
5. Approve Minutes of previous meeting (if not already approved by the committee members)
6. Address items as listed on the agenda
7. Old and New Business, if any
8. Adjourn

General comments on meetings

- Conduct of meetings and voting are guided by Robert's Rules of Order. The most important factor in meetings is to accurately record motions and votes.
- Encourage civility, trust, respect, integrity and tolerance of other opinions. Work toward consensus.
- Record and follow up on tasks assigned or information requested.
- Stick to the agenda.
- Alert the Board President and Executive Director of frequent committee member absenteeism and/or behavioral issues.

After the Meeting

- Prepare draft minutes for review and circulate to committee members and Executive Director. Appendix 3 includes guidelines and a template for committee minutes. Some committee minutes are prepared and distributed by SIPOA staff. In either case, minutes for all committees should be forwarded to SIPOA staff for record retention purposes.
- Committee minutes are Association documents used to record the actions of the committee. Discussion, opinion, arguments are not to be part of the record. After review, the Executive Director may request that certain words, phrases, comments, etc., be edited for legal or accuracy reasons.
- Submit approved minutes electronically in word format to administrative staff for entry into the Association records and posting on the website.
- Prepare a short monthly summary report for inclusion in the Board Consent Agenda. Submit to the Executive Director on or before the date specified on the Board meeting/submittal calendar.

Submit Committee Annual Report

Each committee chair prepares an annual report. The is to be submitted on or before December 1 each year. Prior year reports are on the website for reference.

PRESENTING INFORMATION TO THE BOARD

All committees must understand the advisory nature of committees and the scope of their authority. The Board may ask a committee as a subject matter advisor in a particular area, to provide options regarding certain concerns, conditions or issues.

Guidelines for presenting advisory information

1. Clearly define the issue – document the specific source of the issue. Understand and define the issue as a basis for developing, exploring and evaluating potential solutions.
2. Confirm – verify the issue falls within the committee's scope. Work within those limits.
3. Consult the Executive Director to solicit information regarding the issue. Has it come up previously? How was it handled? Are there plans already in place to address it? Is the issue being addressed as part of the strategic plan?

4. Receive direction from the Board – the Board may authorize further investigation or action and define scope and timelines for the committee.
5. Develop a summary report of findings – the summary should include a description of the issue, background information, current or projected impact of the issue on the community, proposed options for addressing the issue (including “do nothing”), consequences of the various options including estimated costs, and anticipated results.
6. Submit a recommendation to the Board for consideration.

Committee Communications

Committee minutes are official documents of the association and should be consistent in their format and content. Minutes are available for Property Owner access at sipoa.org. Committee minutes are available online for one year.

From time to time committees may want to provide information on topics of interest to Property Owners. Informational articles should be submitted to Admin/communication staff for possible publication in either an eblast, *Currents*, Tidelines or on the website. Staff will edit and format articles for publication in one or more of these communication vehicles. All SIPOA communications are processed by Admin staff. Committees should not submit articles for publication directly to Tidelines. SIPOA does not publish administrative news in *The Seabrooker*.

SIPOA COMMITTEE DESCRIPTIONS AND TIME COMMITMENTS

AUTHORITY OF COMMITTEES IN GENERAL: Generally, committees act in an advisory capacity to the Board, except when specifically delegated the authority to act on behalf of the Board, and make formal recommendations to the Board upon affirmative vote of the committee members present at a meeting at which a Quorum is present.

APPOINTMENT OF COMMITTEE CHAIRPERSONS AND VICE CHAIRPERSONS: As soon as practicable after the Annual Meeting of Property Owners, the President shall appoint Directors to serve as chairpersons and, where deemed necessary, vice chairpersons of the standing committees, subject to the approval of a Majority of the Directors present at the first regular meeting at which a Quorum is present.

APPOINTMENT OF STANDING COMMITTEE MEMBERS: Committee chairpersons shall select and appoint the members of their committees from among Property Owners in Good Standing, or their spouses, or Declared Domestic Partners, or holders of an equitable or beneficial interest in Property owned by an Entity that is a Property Owner in Good Standing and shall promptly notify the Secretary of the appointments. Committee members serve at the pleasure of the chairperson; provided, however, any committee member may at any time be removed by the Board at its sole discretion.

STANDING COMMITTEES

Architectural Review Committee:

The Architectural Review Committee (“ARC”) serves as the duly appointed representative of the Board and, as such, it shall be responsible for the review of all plans for construction, landscaping and external improvements to Property, and any changes to same, and shall have the functions, responsibilities and authorities as provided in the Protective Covenants and as otherwise determined by the Board. The ARC shall also have responsibility for developing and administering, subject to Board approval, the policies and procedures set forth in the publication, Seabrook Island Property Owners Association *Policies & Procedures for Residential Development*, and to impose monetary or other sanctions for violations thereof. The ARC shall also hear appeals in matters within its jurisdiction.

Time Commitment:

The ARC meets on the first and third Tuesdays of each month at the SIPOA Administrative Office. Meetings last an average of four hours. Several days prior to the meeting, committee members receive copies of plans to be presented and other meeting materials. They then visit each building site and physically inspect it to evaluate the site and proposed structure in relation to adjoining homes and the neighborhood. The total time commitment is approximately 16 to 25 hours per month (8 to 12 hours in months when only one meeting is held). The committee is composed of five (5) members plus two (2) members of the Board of Directors, and unless otherwise specified, the five non-Board ARC members serve three-year terms.

Elections Committee:

Prior to the Annual Meeting of Property Owners, an Elections Committee of no fewer than three (3) members consisting of Property Owners in Good Standing or spouses or Declared Domestic Partners of such Property Owners, or holders of an equitable or beneficial interest in Property owned by an Entity that is a Property Owner in Good Standing, who are not on the Board or Nominating Committee shall be appointed by the President subject

to the approval of the Board to verify and certify the validity of ballots cast and tabulations of votes cast for elections or on any other matter voted on at such meeting or ballots in any Referendum. The Elections Committee shall report its findings to the Secretary as soon as practical following a Referendum or the Annual Meeting or special meeting at which a vote is taken. The Elections Committee shall also be charged with the authority and responsibility to approve the Annual Meeting minutes. The term of the Elections Committee shall expire upon appointment of its successor.

Time Commitment:

The time commitment for the Elections Committee consists of an organizational meeting in January, followed by working several hours a week for approximately four weeks tallying votes in preparation for the Annual Meeting. At the Annual Meeting, Election Committee volunteers assist in providing replacement and substitute proxy cards to Property Owners who have not voted or desire to change their votes. In addition, this committee may be called upon to assist in other elections as necessary during the year. These duties would involve counting referendum ballot votes for several hours a week for approximately three weeks.

Environmental Committee:

This Committee shall advise the Board on matters relating to the beach trust area, wildlife, plants and trees, marshes, lakes and other matters relating to the environment. It shall develop and recommend to the Board policies for environmentally sensitive areas. It shall participate in other activities that fall under the jurisdiction of the United States Environmental Protection Agency, and its Bureau of Ocean and Coastal Resource Management, the South Carolina Department of Health and Environmental Control or other such governmental agencies as may have jurisdiction over the environment of Seabrook Island.

Time Commitment:

The Environmental Committee meets once per month for approximately two hours. There may be subcommittees that meet as needed at a time and place convenient for the majority of the subcommittee. Estimated total time commitment, depending on subcommittee participation, is six to ten hours per month.

Finance Committee:

The Treasurer shall serve as chairperson of the Finance Committee. This Committee shall:

- (i) Establish procedures for and implement the preparation of a budget for the ensuing fiscal year and shall recommend an operating budget and capital expenditure and capital reserve budget to the Board based upon estimates from the various committees and/or operating components reporting to the Board or the Executive Director.
- (ii) Establish procedures for measuring the actual income, expenditures, and cash flow of SIPOA against the budget, and shall report complete financial operations to the Board on a regular basis.
- (iii) Establish and update internal controls to safeguard assets of SIPOA, and shall seek to formulate and implement proposals to impose fiscal responsibility with respect to the operations of SIPOA.
- (iv) Periodically review and approve the composition of the SIPOA investment portfolio.
- (v) Oversee Reserve Studies in consultation with other appropriate committees periodically to evaluate future financial needs.

Time Commitment:

The Finance Committee meets each month for two to three hours. During annual budget development (August through November), the committee has six to eight additional meetings to review proposals for the operating and capital budgets. Finance Committee members are expected to participate in at least 75% of the scheduled meetings.

General Operating and Maintenance Committee (GOMC):

This committee shall develop, recommend, and arrange for the implementation of policies and programs for the maintenance of common property owned by SIPOA, such as, but not limited to, buildings, roads, bridges, parking spaces, storm drainage systems, signs and street lighting. The committee shall make recommendations to the Board regarding acceptance of roads, bridges, drainage easements and other structures that have been constructed within the SID. The committee shall be responsible for long-range planning of major maintenance relating to roads and drainage and other common properties. The committee shall oversee the development of specifications, requests for proposals and the review of bids for projects within its jurisdiction.

Time Commitment:

The GOMC meets once a month for approximately two hours to discuss projects that are being planned and are underway, review priorities and discuss work specifications. During annual budget development (August through November), additional sessions may be held as needed.

Legal Committee:

This committee shall serve as the SIPOA's liaison with its legal counsel, and shall coordinate with Directors, officers and other committees upon questions of law, rules and regulations, and Bylaws that may be referred to it by the Directors, officers and other committees. This committee shall monitor all pending or threatened litigation in which the SIPOA is involved or in which it has an interest, and keep the Board apprised of any legal developments of significance or as otherwise requested by the Board. The committee may develop and recommend to the Board policies for review of contracts and for internal audit of all aspects of SIPOA operations. This committee shall also monitor such federal, state, county and town matters, proceedings or legislation that it deems appropriate that may affect the interests of SIPOA or Property Owners.

Time Commitment:

The Legal Committee meets for approximately two hours per month. In addition, and depending on the projects the committee has been assigned, the committee may hold special meetings throughout the year. The attorneys on the committee may be asked to work on contractual matters or rewrites of governing documents, such as Bylaws, Protective Covenants and Rules & Regulations, and as appropriate seek advice from South Carolina counsel.

Long Range Planning and Development Committee:

This Committee shall be responsible for developing and recommending to the Board long range goals and strategic plans through study and analysis of current and anticipated future growth and needs.

Time Commitment:

The committee meets once per month for approximately three hours. In addition, subcommittee assignments may require an additional three to four hours per month.

Safety and Security Committee:

The Safety and Security Committee shall develop and recommend to the Board rules and regulations for control of access to the SID, and for the security, protection, safety and welfare of Property Owners and all Persons within the SID. The committee shall develop programs, policies and rules and regulations covering security, traffic control, and enforcement of applicable recorded Protective Covenants, as well as Bylaws and duly adopted and published rules and regulations. The Safety and Security Committee shall also hear requests for reconsideration in matters within its jurisdiction.

Time Commitment:

The Safety and Security Committee meets once per month for approximately two hours. Subcommittees meet as needed.

SPECIAL COMMITTEES

The President shall have the power to appoint, with the approval of the Board, such special committees as the President deems necessary or advisable from time to time. Such committees may consist of such Directors and non-Director members as the President deems appropriate; provided, however, any special committee with fewer than two (2) Directors as members may not be delegated authority by the Board to act on behalf of the Board, but may act only in an advisory capacity.

Activities Committee:

This Committee is a Special Committee as defined in the SIPOA Bylaws. It is chaired by a member of the SIPOA Board of Directors and serves in an advisory capacity to the Board of Directors.

The Activities Committee is responsible for development of policies with regard to the use of SIPOA's Recreational Amenities (including The Lake House facility, the Community Center, and pools) for recommendation to the Board of Directors, and development of educational, social and recreational programming. The Committee may at times assist staff in the implementation of recreational programs, social/community events, and SIPOA-sponsored educational programs.

The Activities Committee coordinates and oversees various specialized Committees and subcommittees, (for example, Newcomers Reception or others as determined by the Board). The Activities Committee will have a coordination and oversight function relative to SIPOA-sponsored social events.

The Activities committee may be involved in the development of the portions of the annual budget (included in the "Welcome Parties," "Community Traditions," and "Fitness Events" GL accounts in the Lake House budget), that support activities and events.

The Committee will periodically review information on trends in facility usage, as well as any developing future needs. These may result in recommendations for changes to facilities to accommodate future needs, new activity programming, and educational, social and recreational needs of the community as a whole.

Facility maintenance, fixed assets and capital needs are under the purview of GOMC. The Activities Committee may make recommendations to GOMC, Long Range Planning, and the Board of Directors regarding policies or programs that also impact facilities.

Time Commitment:

The Activities Committee meets monthly for approximately one hour. Subcommittees, if any, meet on an as-needed basis. Committee members may be asked to conduct additional tasks for the committee between meetings.

Communications Committee:

This committee is a Special Committee as defined in the SIPOA Bylaws. It is chaired by a member of the SIPOA Board of Directors, and serves in an advisory capacity to the Board of Directors. The committee's mission is to improve information availability to increase owner engagement and two-way communication with SIPOA, identify technologies and other methods to improve timely access to information, and streamline information flow for a positive owner and visitor experience.

Time Commitment:

The Communications Committee meets monthly for approximately two hours. Subcommittees meet on an as-needed basis. Committee members may be asked to volunteer additional time for research or investigation between meetings.

Appendix 2

PROJECT CHARTER FORM

Project Title: _____

Project Sponsor: (Person, Committee or Board to whom the Project will be delivered) _____

Project Leader: (A single person who will champion the project and take responsibility for managing the Scope, Schedule and Budget) _____

Staff Liaison: (Staff Person as point of contact to operations, if different from Project Leader) _____

Project Origin: (Section# of Strategic Plan/ Staff Initiative/ Special Project requested by)

Scope: (A statement of project parameters, for example: "To select, purchase and install x,y,z to accomplish~ name specific goals:

A.B, C." / or perhaps "To study options and bring forward a specific proposal to address (name the particular challenge)"

Deliverables: (This could be physical items, an enhancement to existing features, new equipment, a building component, or perhaps the delivery of a report or recommendation.)

ARTICLE I Budget:

Schedule:

Total Budget for this project: \$ _____

Expenses for this project were anticipated and included in the annual budget? *YIN* If not, budget has been approved by _____, expenses to be charged to SIPOA account: _____

Start Date: _____ Completion Date: _____

Interim Deliverables/Dates: 1. _____

(when needed) 2. _____

ARTICLE II Team Members

Name	Email	Phone#	Alt. Phone

Integrates With:

(Committee or Team)	Scope of integration	Committee or Team Leader	Email	Phone#

Appendix 3

MEETING AGENDA TEMPLATE

(committee name) Committee Agenda

Date:

Time & Location

1. Call to Order
2. Approval of previous meeting minutes: *(date)*
3. Old Business *(add items as needed)*
4. New Business *(add items as needed)*
5. Adjourn

Appendix 4

GUIDELINES FOR MEETING MINUTES

1. Give your readers the five W's (Who, What, When, Where, Why) and what committee met, where they met, when (date and time).
2. The first paragraph needs to include this information:
 - The kind of meeting (regular, special, annual, adjourned regular, adjourned special, etc.)
 - The name of the committee.
 - The date, time, and location of the meeting
 - A mention of whether the previous meeting's minutes were read and approved (and the date of that meeting, if it wasn't a regular meeting)
3. If there are corrections to minutes those corrections are noted in the minutes being corrected; they're not detailed in the minutes of the meeting at which the corrections were adopted. (The minutes of the meeting at which corrections were made should merely state that minutes of the previous meeting were approved as corrected).
4. The body portion of the minutes needs to include this info:
 - All main motions along with the name of the member making the motion.
 - The final wording of the motions, either as adopted or as disposed of.
 - The disposition of the motion — including any adhering amendments.
 - Information about the vote, how many 'in favor' and 'opposed' and whether the motion passed or failed. Do not record individual votes: just the number of votes, although note the names of those who abstained or recused themselves.
 - The full text of any report that the committee orders to be entered into the minutes. This situation doesn't happen often because a reference to a written report is usually sufficient for the record.
5. The last paragraph of your minutes needs to include the hour of adjournment. Keep the following additional notes when finalizing your minutes:
 - The full text of any report is included in the minutes only if the committee so orders.
 - Record the name of any guest speaker and the subject of presentation but make no summary of the speaker's remarks.

Do not include:

- Direct quotations even without a name.
- Don't report details of discussions, especially who said what.
- When items not on the agenda are discussed, note simply that "time was provided for members to discuss items not on the agenda."
- Future action items or to-do lists are not to be included in minutes.

Committee Chairs must follow up after meetings to ensure that committee records are complete.

- Prepare draft minutes for review and circulate to committee members and Executive Director.
- Committee minutes are Association documents used to record the actions of the committee. Discussion, opinions, and arguments are not to be part of the record. The Chairperson should always exercise caution in what is placed in Association documents. A review by the Executive Director may request that certain words, phrases, comments, etc. be modified or removed from the minutes for legal reasons.
- Remember, minutes are not official until the committee votes to accept the minutes, and the accepted minutes are sent to the Executive Director and Communications Administrator.
- Submit approved minutes electronically to SIPOA staff as soon as possible for posting on the website and filing.

COMMITTEE MEETING MINUTES TEMPLATE

Seabrook Island Property Owners Association

Committee Name Minutes

date of meeting, location of Meeting

I. Call to Order

The meeting was called to order at *(time)* on *(date)* at *(location)* by Chair (Name).

Committee Members Present:

Committee Members Absent:

Staff/Guests Present:

II. Approval of Meeting Agenda

(Name) moved to approve the agenda, which was seconded by (Name). *(If your committee approves minutes online, note that the minutes were approved via email and when).*

Motion passed unanimously.

III. Approval of *date* Meeting Minutes

(Name) moved to approve the minutes of the *date* meeting, which was seconded by (Name).

Motion passed unanimously.

IV. Old Business

A. Issue #1

1. Brief Description of Topic

2. Key points discussed

3. Vote:(include text of motion) If vote isn't unanimous, list votes For: Against: Abstain:
by vote count, not by committee member name unless member specifically requests to be
named as opposed or abstaining.

B. Issue #2

V. New Business

A. Discussion & Voting on *(specify topic)*.

(Name) moved to *(enter text of motion)*, (Name) seconded the motion. Motion
passed unanimously.

VI. Adjournment - Time