



Walnut Creek Mutual Fifty-Five

### **Community Committee – Roles and Responsibilities**

The Community Committee provides the planning of community events, communicating with all Member of Mutual 55, and making sure that all Members have the opportunity to meet their neighbors. The Committee proposes such events and communication resources and opportunities to the Board.

The Community Committee serves in advisory role to the Board. The goal is to communicate community needs to the Board of Directors of Mutual 55. Their primary role is not to establish policies, but rather to provide information and options to enable the Board to make fully informed decisions for the common good of Mutual 55.

The Committee will have one chairperson, who must be a homeowner in good standing at Mutual 55. The Chairperson will be responsible for all communications to and from the Board but may delegate this responsibility on a case-by-case basis to any committee member. In addition to the Chairperson, the Committee shall consist of at least one but no more than four other community member volunteers. Every volunteer on the committee has an equal right to express their opinions and ideas as how to best serve the interests of the community.

The Committee shall provide an organized channel of communication between members, residents, property manager and the Board. The Committee is not authorized to financially or legally obligate Mutual 55 in any manner (i.e., contract for services, hire contractors, borrow money, purchase equipment or supplies or approve such a request on behalf of Mutual 55) unless it has been specifically approved by the Board.

The Committee shall meet as needed, but at least four times per year. All official meetings of this Committee will have at least a four-day prior notification to the Committee members. The meeting minutes shall be emailed to Mutual 55's President, Secretary, and Assistant Secretary within five days after any committee meeting and will serve as the report to the Board for the next regularly scheduled Board meeting.

Mutual 55 has the right and authority to take action and make decisions with or without involving any committees and to take action and make decisions which are consistent with or contrary, in whole or in part, to any Committee recommendations, should they see the need.

#### **Duties and Responsibilities of the Committee Chair**

1. Provides the planning of community events.
2. Provides the communication with all Member of Mutual 55.
3. Organize welcome events to introduce new homeowners to the neighborhood.
4. Organized fixed events such as the holiday party and summer festival.

5. Ensures that residents are always informed when it comes to community news or updates. Committee members may be in charge of the community newsletters, email blasts, HOA website, and HOA social media accounts.
6. Reports to the Board at each board meeting on the status of the committee work.

#### Duties and Responsibilities of Committee Chair and Members

1. Attend the meetings called by the chair.
2. Assist in organizing welcome events to introduce new homeowners to the neighborhood.
3. Assist in organizing fixed events such as the holiday party and summer festival.
4. Assist to ensure that residents are always informed when it comes to community news or updates. Committee members may be in charge of the community newsletters, email blasts, HOA website, and HOA social media accounts.

#### Board Meetings

The Board meeting agenda will have a place for receipt of the committee reports. If the committee has an issue or request which requires Board action, the Committee Chair or representative may appear before the Board under the committee report agenda item to make the request.

Board Adoption: January 20, 2021 (5-0)