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## **GHI COMMITTEE GOALS AND OBJECTIVES**

### **1. Goals**

- a. To assist the Board in its conduct of the Cooperative's business, and utilize fully the expertise available in the membership.
- b. To promote a closer identification with and to develop a greater interest in the Cooperative.

### **2. Objectives**

- a. To serve in an advisory role and in other capacities as requested by the Board.
- b. To study specific problems referred by the Board and to recommend solutions.
- c. To exercise initiative within assigned committee areas, and to recommend regulations and short- and long- range plans, programs and policies.
- d. To seek opinions of the membership where appropriate in developing recommendations with prior concurrence of the Board.
- e. To seek advice of experts, when appropriate, with prior Board approval of any expenses.
- f. To keep abreast of and to inform the Board of significant developments within their respective committee areas.
- g. To report to the Board on progress two or more times per year, in accordance with the Committee's charter.
- h. To submit recommendations and/or reports in writing to the Board, including rationale(s) for recommended Board actions.
- i. To maintain a permanent file of their activities in the office of the Cooperative, including minutes and related material.
- j. To prepare and submit budget requests to the Treasurer by the date determined on the current year's budget timeline.

## **VOLUNTEER PHILOSOPHY**

### *Volunteers- the Heart of Our Cooperative*

#### **GHI believes that:**

- Much work is needed to make our Cooperative a success; every Member has a direct interest, and all Members are welcomed and encouraged to participate in self-governance by volunteering.
- All who share a commitment to be a part of our Cooperative are welcome to join us in our work regardless of their background, ethnic origin, race, age, sexual orientation, gender identity, martial, gender, or veteran status. Everyone is welcome at our table.
- GHI is inclusive and made up of a diverse group of individuals who put aside personal agendas, egos, and differences to support our Cooperative.
- Every Member of GHI is valuable and everyone's time, talents, and efforts are special gifts that are to be appreciated, respected, recognized, and never taken for granted.
- The right role can be found for any person with a desire and heart to serve. Volunteers and staff should be given opportunities to learn and grow within the Cooperative.
- The work of every volunteer is valued equally. All volunteers are treated with dignity and respect.
- GHI values volunteers by giving them meaningful work to do and the materials, tools, training, and supervision to complete their tasks safely and in a timely manner.
- Volunteers are responsible for the quality of their work and their conduct.
- All volunteers deserve frequent and accurate information about GHI's activities and operations provided through regular, open, one-on-one communication with the Board and Committee Chairs.
- Volunteers provide our Cooperative with credibility, insight, perspective, diversity, and expertise that enlightens our operations, help fulfill our mission and engage the membership in our activities.

## **HOW COMMITTEES WORK**

If the Board is the brain of our Cooperative, Committees are the central nervous system. When they operate well, they accurately sense the environment, processing information and providing valuable guidance to the brain so that it can make good decisions.

Housing Cooperatives are built on a system of Committee actions, linking the Cooperative to the attitudes and real world of the Members. Committees seek to represent, involve, and serve Members, and they are an important source of training for future Cooperative leaders.

Effective Cooperative Committees unify, represent, motivate, coordinate, consolidate and communicate. They function best when each Committee has appropriately selected Members, clearly defined objectives, established a work plan, and secured strong leadership and competent staff assistance.

Committees generally have the same basic structure.

***Chair and Staff Liaison:*** The Chair and Staff Liaison, working in partnership, are responsible for facilitating the work of the Committee, providing oversight, and ensuring timely communication within the Committee and between the Committee and the Board. In most cases, the Staff Liaison provides technical support for the Committee's work, and can arrange for clerical assistance.

***Board Liaison:*** The Board President assigns a Member of the Board to serve as a Liaison to each Committee. This person serves as a leadership resource person for the Committee Chair and Staff Liaison, and as a resource to the Board regarding the Committee's activities.

***Committee charge:*** In addition to the Committee charge that outlines its scope of activity, the Board may charge a Committee to accomplish specific work. The Committee Chair and Staff Liaison are responsible for keeping the work focused on the charge as well as for making recommendations regarding future work by the Committee.

***Board reports:*** The Committee Chair and Board Liaison are responsible for keeping Committee Members informed of all Committee meetings and of Board directives via written memoranda. Committees provide written reports of goals and achievements to the Board, in accordance with their individual charters.

***Member responsibilities:*** Committee Members are expected to fully participate in Committee activities by attending meetings and conducting business by telephone and through written communication. Members are expected to do the following:

- Act in good faith and in accordance with what is in the best interests of the Cooperative.
- Discharge their responsibilities diligently and not delegate them to other Committee Members or staff.
- Channel requests for staff action through the Committee Chair, who in turn contacts the Staff Liaison.
- Publicly disclose any actual or perceived conflicts of interest and not vote in such Committee matters.
- Refrain from any discussions or activities that violate Member privacy.

## **VARIOUS GHI COMMITTEES**

There are three types of Committees:

- **Elected Committees**, which are independent from the Board.
- **Board-Appointed Standing Committees**, which are appointed by the Board to serve indefinitely.
- **Board-Appointed Task Forces and Ad Hoc Committees**, which are appointed by the Board from time to time, to work on specific short-term projects.

GHI Committees and Task Forces consist of Member volunteers appointed by the President of the Board. Committees serve by advising the Board, which has sole authority to make final decisions on all business of the Cooperative (except for Audit, Nominations & Elections, and Investment Committees, that are vested with specific powers of decision.) Committees study specific problems referred by the Board and suggest solutions. Committees and Task Forces may also exercise initiative within assigned areas of responsibility and may suggest rules, short and long-range plans, programs, and policies. Committees and Task Forces usually meet once a month and these meetings are open to all Members of the Cooperative.

### **ELECTED COMMITTEES**

#### **Audit Committee**

A three-Member Audit Committee, whose duties are described in Article VII Section 2 of the GHI Bylaws, monitors the overall operations of GHI and reports directly to the membership.

#### **Nominations & Elections Committee**

The responsibilities of the five-Member Nominations & Elections (N&E) Committee are described in Article VII Section 2 of the GHI Bylaws. The Committee is charged with soliciting candidates, announcing available elected positions in news media, planning and executing the candidates' forum held prior to the annual meeting, and running the annual elections for Board and Audit Committee.

### **BOARD-APPOINTED STANDING COMMITTEES**

#### **Architectural Review Committee**

The Architectural Review Committee (ARC) makes recommendations for preservation and enhancement of homes, yards, and common areas throughout the co-op (including parking and playground areas), advises the Board of benefits and drawbacks of Member additions and modifications which require Board approval, examines short- and long-term aesthetic needs, and periodically reviews related rules and regulations to recommend changes.

#### **Buildings Committee**

The Buildings Committee advises the Board on maintenance, repair, and improvement programs for existing GHI buildings, and acquisition of new buildings.

#### **Communications Committee**

The Communications Committee works to enhance communication with and among Members of the Cooperative and the staff of GHI through informing, educating, and reporting using a variety of communications channels, including print and electronic media and Cooperative events.

### **Companion Animal Committee**

The Companion Animal Committee (CAC) advocates for proper care and well-being of companion animals in GHI. CAC works with Member Services in resolution of companion animal issues, educates Members concerning responsible guardianship, and participates in activities that promote animal welfare.

### **Finance Committee**

The Finance Committee assists the GHI Board in maintaining, protecting, and enhancing GHI's assets, while preserving the financial stability and sustainability of our Cooperative.

### **Investment Committee**

The Investment Committee is responsible for executing the investment management policies of the corporation; this Committee makes and tracks investments as prescribed in GHI documents and policies, and reports the status of investments to the Board.

### **Legislative & Government Affairs Committee**

The Legislative and Government Affairs Committee (LGAC) monitors, informs, and advises the Board about legislative, judicial, and governmental matters that may affect GHI and its Members.

### **Marketing Committee**

The Marketing Committee promotes the Cooperative, attracts new Members to the Cooperative, and supports Members who are preparing to sell their memberships.

### **Member Outreach Committee**

The Member Outreach Committee fosters Cooperative spirit, encourages Member participation in GHI, and provides avenues for Member input on issues. It does this through promoting Member education in GHI and Cooperative principles, organizing outreach to Members, providing opportunities for Member participation, recruiting and recognizing volunteers, welcoming new Members and planning and conducting special functions.

### **Woodlands Committee**

The Woodlands Committee works to protect and manage the GHI woodlands, fosters their ecological health, encourages GHI Members to enjoy nature recreation with minimal environmental impact, and supports plant and animal biodiversity.

## **BOARD-APPOINTED TASK FORCES and AD-HOC COMMITTEES**

The Board appoints Task Forces and Ad Hoc Committees to undertake special assignments. These may be subcommittees of Standing Committees or they may work directly under the Board. Once the assigned task is complete, the Task Force or Ad Hoc Committee is dissolved.

Visit <http://www.ghi.coop/content/committees> for the latest information on GHI Committees.

# **ROLES, RESPONSIBILITIES AND RIGHTS OF COMMITTEE MEMBERS**

## **Board Liaison Role**

- To assure Committee's work aligns with GHI's mission, Board goals, and the Committee charge.
- To encourage regular meetings as appropriate.
- To communicate Board's directives to Committee Chair.
- To serve as an advisor and assure Chair fulfills his/her duties.
- To assure Board is kept informed of Committee's activities.
- To assist in developing recommendations to the Board, assuring rationale is included.
- To assure a balanced exchange of information.
- To discover and address problems, which may prevent a Committee from functioning.
- To evaluate Committee's usefulness and make recommendation to Board for its disbandment.
- To serve as champion of the Committee, providing encouragement and support to its Members.
- To provide historical information.

## **Staff Liaison Role**

- To maintain ongoing contact with Chair.
- To provide administrative support to the Committee's work; the level of support should be mutually agreed upon in advance.
- To assist the Chair in preparing meeting agendas, compiling reports and to be responsible for distributing information to Committee Members in advance of meetings.
- To maintain a permanent file of minutes and related materials.
- To maintain a Committee roster and key Board/Staff contacts.
- To provide technical support and expertise, including background information on topics being addressed.
- To clarify governance issues, including reviewing, as necessary, the Bylaws, MOC, or GHI rules to assure compliance with them.
- To advise where work of other Committees may overlap.
- To provide orientation for Chair and new Members.
- To review Committee projects and follow up on individual and Committee assignments.

## **Volunteers' Rights**

- The right to have a clearly defined job with well-defined goals.
- The right to have a job which suits the volunteer's skills and interests.
- The right to have a job which is useful and not just a make-work project.
- The right to be consulted about how their job should be done, the problems they face and their suggestions for improvements.
- The right to receive evaluation, constructive feedback, praise and encouragement.
- The right to be informed about the overall work of the organization, not just their own area of work.
- The right to say no to a job to avoid overloading or burnout.
- The right to training and skills development activities to improve the quality and scope of their work.
- The right to request more challenging or more varied work after proving reliability and competence through their work.
- The right to recognition for the contribution made to the organization.

## **Volunteers' Responsibilities**

- To do their volunteer job as responsibly and professionally as they would work at paid employment.
- To take on only as much as they can handle competently within the constraints of the time they have available and their skill and knowledge.
- To report regularly to the person or Committee to whom they are responsible on progress and/or problems with their work.
- To learn new skills and seek out information that will help them do a better job.
- To be aware of their personal motivation for volunteering and how this motivation affects their work.
- To approach the work with a positive attitude and be aware of the benefits from volunteering.
- To share their skills and knowledge freely with co-workers.
- To offer constructive feedback, praise or suggestions to co-workers and Chair.
- To be open to constructive feedback and evaluation of their work.
- To give adequate notice of their intention to resign from a volunteer position and assist with recruiting and training a replacement

## **GUIDELINES FOR BOARD- APPOINTED STANDING COMMITTEES**

1. The purpose of Standing Committees appointed by the Board is to advise the Board in making decisions. The Committees' main functions are to make recommendations to the Board and to carry out activities assigned by the Board. Recommendations from the Committees are considered by the Board along with other information in their decision making process.
2. Each Committee has a certain area for which it is responsible to the Board. In addition, the Board or Management may ask a Committee to study certain issues and make recommendations. The Committee may also initiate recommendations of its own, but should get Board consensus before proceeding.
3. The Committee Chair shall call meetings as often as required to accomplish necessary work, but usually not fewer than four times a year. Attendance at specific meetings may be required by the Committee Chair or determined by Liaisons depending on agenda. When possible, meetings should be scheduled at a regular time each month. Committee Members should be given sufficient notice of the meeting. When possible, the meetings should be advertised as appropriate. Committee meeting dates will be posted on the website; agendas will be distributed to the Board, Audit Committee, Staff Liaison and Management at least five days before the meeting. All meetings are open to the membership.
4. A quorum is not required for Committee action. All appointed Members of a Committee may vote, including the Chair.
5. The Committee shall make written reports to the Board at the last Board meeting of every second and fourth quarter of the year. Short written bulleted reports are preferable and can be included in the Manager's memorandum when provided to the Manager's office ten days prior to the actual Board meeting. It will be a function of the Board Liaisons to present interim oral and/or written reports; however, the Committee Chairs may also provide the report.
6. When recommending an exception to the rules to the Board, justification must be given stating the pros and cons for the recommendation.
7. Two consecutive unexcused absences may result in a Member being dropped from the Committee on recommendation by the Chair to the Board.
8. Each Committee shall maintain a permanent file in the Cooperative's offices of the Committee's activities, including written minutes of each meeting and related materials.

## **APPOINTMENT AND RECRUITMENT PROCEDURES**

### **Appointment Procedures**

1. The President, with the advice of the Board, appoints the Chair and Members of Committees. The President may request input from Committee Chairs regarding the composition of Committees. The President may appoint a subcommittee of Board Members to make recommendations for appointments. Committee Members are appointed annually for one-year terms. The maximum number of Members on a Committee is **eleven**.
2. The President will assign a Board Liaison to each Committee.
3. A Staff Liaison shall be appointed by the General Manager to each Standing Committee.

### **Recruitment Procedures**

1. A Member of the Cooperative may express a desire to serve on a Committee by calling or emailing GHI's Member Volunteer Coordinator. When a Member expresses an interest in serving on a Committee, a written record will be made in the appropriate Committee file in the Member Services Department. The Member Volunteer Coordinator will send a letter thanking the Members for his/her interest, providing the date of the next Committee meeting and the name and phone number of the Committee Chair, and ask the Member to attend the next meeting of the Committee.
2. After a Member attends one Committee meeting, the Chair of the Committee or Member Volunteer Coordinator may contact the Member to confirm his/her interest. The Chair of the Committee and the Board President will decide whether or not to recommend the Member's appointment to the Committee.
3. New Members shall be invited to serve on Committees:
  - a. During the new Member orientation, when the role of Committees will be explained.
  - b. Three months after a new Member joins the Cooperative, when Member Volunteer Coordinator will contact the new Member to determine his or her interest in serving on a Committee.
  - c. Six months after a new Member joins the Cooperative, when the Member Volunteer Coordinator will send a follow-up letter to the Member and others in his or her household inviting them to attend a Committee meeting.

## **VOTING PRIVILEGES, TERMINATION OF COMMITTEE MEMBERSHIP**

### **Voting Privileges**

Committee membership and voting privileges shall be limited to one vote per household (in accordance with GHI Bylaws provision.) This does not preclude the use of non-voting advisors or consultants who may or may not be GHI Members.

### **Removal of Chair and of Committee Members**

1. Committee Chair may be removed for cause by action of the President of the Board, subject to a majority vote of the Board Members.
2. Committee Members may be removed by the President of the Cooperative for cause, including frequent absences from meetings, after consultation with the Committee Chair, and subject to a majority vote of the Board.