

**I. COMMITTEE COMPOSITION**

- A. The Board shall approve the charter and appoint a chairperson. Homeowners in good standing may volunteer for the committee, and the Board or the Committee Chair may also solicit members.
- B. Committee size shall be at the discretion of the Board and Committee Chair.
- C. Committee shall select a recorder whose duty it shall be to maintain a written record of all meetings of this committee.
- D. The names of the committee members shall be submitted to the Board for its approval.

**II. TERM OF OFFICE**

The term of office shall be for one (1) year

**III. PURPOSE**

The purpose of the Association Support Committee shall be to create, develop, and maintain a group of Villa residents willing to assist the Board of Directors and/or the Villas committee chairs accomplish their respective responsibilities pertinent to the continuing operational and financial stability of the Villas.

**IV. OBJECTIVES/PROCEDURES**

**OBJECTIVE**

The Association Support Committee shall work on behalf of the Board of Directors to insure the ongoing success of the professional and volunteer management model. Development of a resident-volunteer program whose members are willing to assist the Board of Directors or Villas committee chairs on an as-needed basis to fulfill their respective responsibilities.

**PROCEDURES**

- A. Identification and implementation of multiple methods, means and opportunities to inform Villa residents of the need for, and benefits of, volunteering.
- B. Solicit resident volunteers in cooperation with the Communications Committee, Social Committee, Unit Reps, and villa committee chairs, through articles/stories in the Villas Voice, email communications, and presentations at community functions.
- C. Development and maintenance of easily accessible method(s) for residents desiring to be resident-volunteers to join the program. Every resident who expresses interest in volunteering should be welcomed and included in program.
- D. Work with the Villas committee chairs to develop, implement and facilitate orientation meetings for current and perspective resident-volunteers to familiarize them with the various Villas committee functions, initiatives and programs.
- E. Develop and maintain a roster of resident-volunteers.
- F. Encourage Villas committee chairs to communicate their short and long-term volunteer needs to the Board of Directors and develop processes for Villas committee chairs to access the resident-volunteer roster and contact resident-volunteers to fulfill their needs.
- G. Work with the appropriate Villas committees, develop and implement an annual resident-volunteer program recognition and appreciation event.
- H. Undertake Special Assignments as directed by the Board

**V. REPORTING STRUCTURE**

The committee reports directly to the Board of Directors

**VI. ADDITIONAL PARAMETERS**

The committee must comply with all governing documents and legal requirements.