

BOARD COMMITTEE LIAISON CHARTER

Whereas, the Brickyard Landing Owners Association (hereafter referred to as “The Association”) is responsible to establish and oversee all Declaration and Board chartered Committees as set forth in Article 10.01 of the Bylaws, *Therefore be it resolved* that this document establishes the position of “Committee Liaison” and sets forth the responsibilities and expectations of this position.

1. Each Committee shall consist of one Board appointed Liaison. The Liaison may be a member of the Board of Directors. At the approval of the Board of Directors, the Liaison may also be a member of the sub-committee of which it serves as Liaison; however the Liaison’s primary duty is to the Association and the Board of Directors.
2. The Liaison’s sole task is to communicate between the Board and Committees and shall have no obligation to perform operational tasks for the Committee other than in this capacity.
3. The Liaison shall not make decisions on behalf of the Board without the consent of the Board.
4. The Committee Chair shall provide a monthly written “Committee Activity Reports” to the Liaison. The Liaison shall submit the report to the management company at least one week prior to the regular Board meeting for inclusion in the Board packet. The purpose of the report is to prepare the Board members so that meeting time is used efficiently. The written report shall contain the following components:
 1. A brief description of the Committee’s activities since the last report.
 2. A list of recommendations submitted by the Committee.
 3. A description of appropriations requested by the Committee.
 4. Any changes to the Committee’s membership.
 5. Any supplemental documentation (e.g. invoices, proposals, and pictures) shall be attached to report.
5. In July of each year, The Liaison shall submit the Committee’s budget request (with supporting documentation) for the following fiscal year.
6. The Liaison shall communicate all Board resolutions and recommendations to the Committee.
7. At least annually, The Liaison shall submit a written review and evaluation of the overall performance of the Committee and provide input and recommendations to Management and the Board.
8. The Liaison and Committee members shall be unpaid volunteers. The Liaison and Committee members are not authorized to spend association funds without prior written approval from the Board of Directors. Liaison and Committee members shall not receive reimbursement for travel expenses unless approved in writing by the Board of Directors.
13. The Liaison shall work at the pleasure of the Board.