



**FAIRWAYS ASSOCIATION
DELEGATE COMMITTEE CHARTER**

PURPOSE:

The Delegate Committee (“Committee”) of the PGA WEST Fairways Association (“Association”) is sanctioned by the Board of Directors (“Board”) for the following purpose:

Assist the Board by acting as the liaisons between their respective Special Benefit Area (SBA) homeowners and the Board. The Delegates may provide written or verbal reports to the Board at its regularly scheduled meetings and communicate with the SBA homeowners on special projects.

SCOPE OF DUTIES/ OBJECTIVES AND PROCEDURES:

The Delegates shall act as a liaison between the SBA or Sub-Association Members and the Board. The Delegate for each SBA and Sub-Association may provide written or oral reports to the Board and communicate with SBA or Sub-Association Members for purposes of acting as a liaison.

The Delegates shall have such powers and duties as may be prescribed by the Board.

Chair or Representative attend the Regular Session of the Board of Directors meetings to keep both the Board and membership informed by reporting committee activity, projects, goals and future plans.

Support the Board of Directors and perform any other tasks as assigned by the Board.

Establish a quarterly meeting day (Example: 1st Monday of every fourth month at 10:00 a.m.). This Committee will not meet on a regular monthly basis.

QUALIFICATIONS FOR APPOINTMENT:

Candidates for appointment as a Homeowner Delegate must be Members in good standing. Good standing shall mean that as of the date specified in advance by the Board (1) all assessments, fees, charges or monetary penalties due the Association must be no more than thirty days delinquent, (2) the membership rights of the Member must not be suspended for any violations of the Association's Governing Documents, and (3) the candidate is not a plaintiff in any litigation filed against the Association or any Director or a defendant in any litigation filed by the Association.

COMMITTEE SIZE:

Homeowner Delegates and Alternate Delegates shall serve for a term of one year unless sooner removed by the Board. The Board may remove and replace a Delegate and/or Alternate Delegate at any time without cause.

Each SBA may have a Delegate and Alternate Delegate that serve on the Committee. The Board, in its sole discretion, may determine that only one position is necessary to be filled, or no position is necessary to be filled.

Committee shall consist of a Chair and homeowner volunteers and may consist of a Board-assigned liaison(s). Considering the makeup of this Committee, a quorum of representatives may not be required at every meeting.

The Alternate Delegate of each SBA or Sub-Association shall perform all of the functions and shall have all of the duties of the Delegate in the absence or disability of the Delegate.

Note: Committee members that miss three (3) meetings in a year will be replaced.

TERM OF OFFICE:

Each member will be appointed, by the Board, to serve a one (1) year term. *(Note: Members may be removed, at any time, by vote of the Board. All members serve at the pleasure of the Board and the Committee itself can be disbanded by a vote of the Board.)*

REPORTING STRUCTURE:

Must maintain written minutes of each committee meeting, and provide a set of minutes to the Board, through management, on a regular basis for posting and inclusion in monthly Board packets. Minutes are to be provided to management and submitted no later than 10 days before the scheduled Board meeting, for inclusion in the Board packet.

All recommendations are to be made to the Board in writing, and include history, justification or identification of need, and cost projection (if any).

Committee Chair, or designate is to be prepared to give a verbal report to the Board and membership, at each monthly Board meeting, and each Annual Meeting as may be requested by the Board.

BUDGET ALLOCATION:

None. All expenses must be presented to, and approved by the Board.

ADDITIONAL PARAMETERS:

Committee Members shall sign (and comply with) the Committee Member Code of Ethics & Conduct established by the Board in order to serve on a Fairways Committee.

Must comply with all legal documents and Civil Code requirements.

Items discussed in Committee meetings are to remain confidential unless and until approved by the Board of Directors. All committee members should refrain from any situations that would or could be deemed as a conflict of interest.

Members of the committee shall not enter into a conflict of interest with any contractor or vendor, or use services at free or reduced rates as a result of Committee status.

All Committees are subject to the Common Rules for Committees and General Guidelines for Committees, as adopted by the Board.

The members of each Committee shall be members of the PGA WEST Fairways Association in “good standing” throughout their term of office.

It is not the purpose or function of the committee chairperson or committee members to assign or direct management staff in performance of specific operational duties, nor to interfere or direct performance of any association vendor or contractor.