

STANDING COMMITTEES

The President of the Board, with the approval of the Board of Directors, shall appoint a Board member to each committee. The Chairperson of each committee shall be elected by the members of that committee. Appointment of additional members to each standing committee shall be accomplished through volunteers from the membership meeting on a first come basis until all available positions have been filled. Standing committees shall include but not be limited to the following:

CREATED AT JANUARY 2019 MEETING:

- Roads/maintenance Committee
- Office help/front desk Committee (for help if needed until full time employee hired)
- Security/Neighborhood Watch/Public Safety Committee
- Recreation Committee
- IT Committee
- Beautification Committee
- Finance & Budgeting Committee
- Newsletter Committee
- By-laws Committee

**Note we will be adding a grievance committee soon*

POWERS relative to all standing committees:

All committees shall function so as to assist the Board and shall report all recommendations to the Board for final action. No committee member thereof shall have the power by virtue of its existence or membership thereon to commit the association to any action. All committees shall submit regular reports of their recommendations to the Board. A minority report of the members of the committee dissenting from the report of the majority thereof may also be submitted to the Board and made available to the general membership. All committees will reorganize and appoint chair, vice chair and secretary and shall meet a minimum of once a month. Minutes are required to be taken at all meetings and forwarded to the Board of Directors.

Note: The following committees require that each volunteer sign a confidentiality agreement (Oversite, finance/budget, IT, By-laws, office help and grievance committee)

All volunteers for a committee must be a resident in the Pocono Mountain Lake Forest Community

MINUTES

The Directors shall keep a complete record to be kept of all of their meetings, the meetings of committees and the votes, acts and meetings of the members. Said records, except Executive Session minutes, shall be kept in the office and available to the membership at their request and expense.

PURPOSE OF EACH COMMITTEE

1. *By-Laws Committee:* This committee shall recommend changes, develop amendments and review current status of the By-Laws.

2. *Communication Newsletter Committee:* This committee shall supervise and produce the Associations official publications and any other medium of contact between the Association and its members. The committee shall insure a fair and equitable publication policy.

3. *Beautification Committee:* The PMLF Beautification Committee is comprised of community volunteers dedicated to the pursuit of beautifying the community, as well as, stimulating community pride, teamwork and promoting the betterment of the community and its landscape. Responsibilities include but not limited to maintaining and improvements, when needed, the grass, trees, plants, flowers, and grounds located in the common properties (open space, roads, post office areas, and entrances.) Makes recommendations for flower and tree plantings or other landscaping improvements to the common areas and oversees the seasonal maintenance activities and shall recommend and appropriate beautification to all public areas of the Community.

4. FINANCE & BUDGETING PLANNING COMMITTEE

The finance committee serves a leadership role in this area, making sure appropriate internal control procedures for all financial transactions are documented in a manual and followed by staff. The role of the finance committee is primarily to provide financial oversight and to assist PMLF Treasure in yearly review of expenditures: prepare and develop and monitor adherence to the budget adopted.

Budgeting and Financial Planning

1. Develop an annual operating budget with staff.
2. Approve the budget within the finance committee.
3. Monitor adherence to the budget.
4. Set long-range financial goals along with funding strategies to achieve them.
5. Develop multi-year operating budgets that integrate strategic plan objectives and initiatives.
6. Present all financial goals and proposals to the board of directors for approval.
7. Creation of a fund for maintaining or replacing equipment

8. Creation of a working capital or cash reserve fund

5. Public Safety Committee: This committee shall study and develop the methods of providing for common security and recommend and assure enforcement of the Rules and Regulations of the Association. They will monitor and recommend safety plans and procedures for the Community, to include but not be limited to, the school bus stop.

6. IT Committee: This committee shall provide help with website design, internet and computer security

7. Road Maintenance Committee: This committee shall plan for the long-term growth of the Community as well as the maintenance of the amenities, vehicles and equipment of the Community to assure they remain in good repair. This shall include, but not be limited to, the roads, pool areas, tennis courts, basketball courts, and all other athletic, recreational or common areas of the Community.

8. Recreation Committee: This committee shall develop programs of social, athletic and recreational activities and make recommendations concerning the carrying out of any such programs.

9. Oversight Committee: This committee shall serve as an advisory and reporting body to the PMLF Board of Directors to provide for citizen review with its prime mission to improve public transparency and accountability of the PMLF Association. This independent Committee is charged with reviewing the expenditures, progress, and financial expenditures and reporting their findings direct to the PMLF Board of Directors. The Oversight Committee shall be comprised of up to five (5) residents in good standing and are charged with reviewing activities that may be miscarriage of justice or fiscal mismanagement. Members of the Committee are external to the Board of Directors. Responsibilities of citizen oversight groups should not criticize but improve operations within the association through citizen support for Board of Directors responsiveness, accountability, transparency, and overall efficiency. The Oversight Committee is structured to take on the following responsibilities: create processes for risk governance, monitoring and reporting; create clear defined duties to improve effectiveness and avoid overlapping work; recruit/retain members that are knowledgeable and engaged about policy; develop critiques that result in improved service outcomes; assign oversight responsibilities to designated individuals or groups for specific association functions; and reviews rolls regularly. Citizen oversight committee brainstorm ideas to improve transparency and create policy proposals.