



Agenda Item: Set a Timeline to Complete the Consolidated Functions Document

A proposed agenda item to be presented for board at the 23-Sep-21 board meeting. This item is being presented because we failed to set a schedule for completing the consolidated functions document.

The intent of this presentation is to establish a timeline to complete the consolidated functions document before the next annual election.

Motion Title:

Add Consolidated Functions Timeline

Proposed Motion:

Task board members and committee chairs to identify their functions NLT the October 2021 board meeting, provide outlines NLT the November 2021 board meeting, and complete functions document NLT the December 2021 board meeting.

Information/Arguments:

Reference 19 July 2021 board meeting minutes, "Mr. Kling Treasurer proposed that each board officer and committee chair prepare a protocol document addressing the functions of their office, which is being done using a standardized format, and those drafts are reviewed by the Governance Document Committee. The final products will be combined into a single protocol document. Mr. Barfield 2nd. McFarland, Mr. Kling, Mr. Barfield in favor of Mrs. Crouch opposed."

The consolidated document, when completed, will:

1. Help ensure continuity of operations when board members assume a new officer position on the board.
2. Provide transparency to all association members and reduce 'surprises' of unexpected items.
3. Ensure actions are taken consistently and fairly.
4. Reduce unintended violations of laws or governing documents.

Additional Information:

Background: From the July read-ahead:

Many governing body functions are not documented, but are conducted by precedent or tradition (for example, the method used to determine which board member fills which position).

Some of the governing body functions that are documented are not well organized, and some may be 'lost' since it may have been a one-off; and it may be difficult or impossible to know whether a discovered governing body functions document is the most recent.

We would benefit by performing an annual review of the governing documents, including governing body functions. A review closely preceding elections would allow experienced board members to hand off their lessons learned to new board members who could perpetuate best practices and modify as needed.

Documented functions will improve transparency, consistency, continuity, and coordination.

Published functions let everyone know how and why. It won't prevent disagreement, but it should prevent surprises.

Documented functions give us guidance to do things the same way over time for all until modified; and then continue in the same way until modified again.

Well documented governing body functions should help transitions of people in board officer positions and in committees.

A consolidated document should alleviate any confusion regarding existence, version control, etc. Everyone will know the 'current' functions so everyone should have shared perspectives and shared expectations -- we're all on the same page.

The use of a common format for each governing body function should aid in authoring, editing, and understanding functions.

Example governing body functions:

5. Treasurer

5.1 Budget

5.1.1. Overview

5.1.2. Authority

5.1.3. Definitions

5.1.3.1. Budget

5.1.3.2. Annual Budget

5.1.3.3. Current Budget

5.1.4. Annual Budget Process

5.1.4.1. Step 1 – Solicit budget item inputs/requests

5.1.4.2. Step 2 – Submit budget item inputs/requests

5.1.4.3. Step 3 – Organize and standardize budget item inputs/requests

5.1.4.4. Step 4 – Budget deliberations

5.1.4.5. Step 5 – Budget approval

5.1.4.6. Step 6 – Publish the budget

5.1.5. Current Budget Process

5.1.5.1. Authority to Change the Budget

5.1.5.2. Process to Change the Budget

5.1.5.3. Recording Budget Changes

5.1.5.3.1. Budget Annotation

5.1.5.3.2. Budget Publication

Proposed Overall Structure:

1. General
2. President
3. Vice-President
4. Secretary
5. Treasurer

6. Member at Large
7. Governance Committee
8. Architectural Review Committee
9. Road Committee
10. Nominating and Elections Committee
11. Windmill Committee
12. Other
13. Expiration

Proposed Common Format:

- X. (Entity)
 - X.X. (Function)
 - X.X.1. Overview
 - X.X.2. Authority
 - X.X.3. Definitions
 - X.X.4. (major) Process
 - X.X.5. (major) Process
 - X.X.6. (major) Process
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