



BOARD MEMBER POLICIES & PROCEDURES

Approved by Board of Directors 3/15/1997
Revised & Approved by Board of Directors 10/12/2002
Revised & Approved by Board of Directors 12/08/2012

Role of the Board:

1. The Board shall make policies for the activities and programs of the Arrowhead Lake Association, approve the budget and develop a long range plan.
2. The Board, in conjunction with the Executive Committee, gives direction to only one employee, the General Manager. Individual Board members shall not give direction to the General Manager without specific authorization from the President or Executive Committee.
3. The Board shall hire a General Manager to implement policies, administer the budget, recommend personnel policies, and manage day-to-day operations. The Board shall evaluate the General Manager annually, with reference to the job description. A copy of the General Manager's current contract shall be made available to each Board member four months prior to the Evaluation date specified in the contract, or at the time the Board member is seated on the Board.
4. The Board shall employ legal counsel in accordance with the By-Laws. The Executive Committee shall authorize the General Manager to give direction to Counsel.

Community and Staff Relations:

1. Individual Board members shall not speak for the Board at any community setting, but the Board may authorize the Board President or designee to speak for the Board. Board members shall keep Closed Session information confidential. Divulging Closed Session or personnel information may result in censure.

2. Formal press releases shall be generated only by the Board President and the General Manager working in consultation, with final approval by Board President.
3. Individual Board members shall refer complaints or suggestions received from ALA members and/or employees to the General Manager with a copy to the President and Committee Chair (if the complaint or suggestion relates to a particular committee's jurisdiction). Individual Board members shall not take any other action with respect to the member's or staff member's complaint or suggestion. If complaint is regarding the General Manager, the Executive Committee will review and decide course of action.
4. Individual Board members shall not request staff service from any employees. Any request for staff services must be approved by the General Manager, acting alone or after consultation with the President, Executive Committee, or the appropriate committee Chair.

Board and Committee Meetings:

1. Board members shall follow the Board meeting procedures as stated in the ALA By-Laws and current Robert's Rules of Order.
2. Board members are expected to attend all Board meetings, including Board approved special events and retreats and are expected to arrive at meetings well prepared and well informed about issues on the agenda.
3. Board members shall treat all employees and other Board members with courtesy and respect. Board members shall keep in mind that the committees exist primarily to give direction and guidance to the General Manager and staff, not to control or determine the actions to be taken by the General Manager or staff.
4. Requests for excused absence from Board or committee meetings shall be recognized for good cause only. Requests for excused absence are expected to be communicated to the presiding officer no later than three working days in advance of the meeting, except in cases of illness or emergency in which case the request may be made as soon as possible before the start of the meeting. In the absence of a request for excused absence, such absence shall be recorded in the minutes as unexcused. In the case of a bona fide emergency precluding advance notice, the minutes may be revised at the time of review of minutes. Three or more unexcused absences from Board or committee meetings in any Board year may result in communication

between the presiding officer and the absentee member to determine the advisability of resignation from the Board or committee. (ALA Bylaws Section E (c))

5. Board and committee meeting attendance records may be made available at the Annual Meeting of Members.
6. Newly elected or appointed Board members shall attend a new Board member orientation conducted by the President and/or Executive Committee. General Manager and/or staff may participate at the direction of the Executive Committee.
7. These policies shall be included in Board candidate election packets.
8. Participation on at least one standing committee is expected of every Board member.