

**Committee Definition:** A group of people appointed by the Board that works on a specific issue(s) and takes recommendations to the Board.

**ROC Committees:** Running a manufactured housing community is a big job. In order to involve members and spread the workload in an organized way, the Board appoints committees. When appointing committees, the Board should establish the purpose of each committee, and charge them with clear expectations. Newly formed committees begin by developing policies and procedures for their work and bringing them to the Board of Directors for approval. The Board is then responsible to monitor the work of the committees, and to review, amend and/or approve committee Activity Reports and Recommendations. Remember, although the Board delegates tasks to the committees, the responsibility always belongs to the Board.

### How to have a successful Committee:

- Keep it small—everyone’s opinion can be heard this way
- Have a clear purpose—committees are there to share in the decision-making process, make sure members are sure what they are participating in
- Make your committees sustainable—don’t have too many or unclear committees. If too many of the same people belong to too many committees this could lead to burnout.
- Formality is good—it makes meetings run more quickly and smoothly. Everyone is encouraged to conduct meetings in an orderly fashion. Stay away from gossip.
- Power of decisions lies within the entire group—not one person can make the decisions. If you are out ruled by the majority of committee members, you must publicly support the decision no matter what.

### Examples of Committee Types:

Maintenance  
Finance  
Welcoming/Membership  
Nomination (formed prior to election years)

