

FAIRWAY VILLAGE
HOMEOWNERS ASSOCIATION
15509 S.E. Fernwood Drive, Vancouver WA 98683-9191
Phone: (360) 256-6626 Fax: (360) 253-5525

FUNCTION OF BOARD LIAISON:

A Liaison is the primary contact between the Board of Directors and a committee. A liaison facilitates communications between the two parties. As such, the liaison should:

- Provide information to the committee regarding the Board of Directors and report on the Board's deliberations of committee requests/recommendations.
- Provide information to the Board of Directors on requests, proposals or concerns of the committee. In the absence of the committee chair or representative at Board meetings, provide information objectively on committee projects and deliberations.
- Inform the committee if proposed actions are contrary to the governing documents or policies of FVHOA.
- Respond to questions asked by the committee and obtain information from the Committee to assist in the committee's business. Participate in committee meetings in order to understand issues, concerns and proposed actions so that information can be shared appropriately with Board of Directors.
- Does not assume leadership of the committee.

RESPONSIBILITIES:

1. The liaison has an official Board role with the committee, but does not speak for the Board.
2. Attend committee meetings and report Board actions or deliberations relevant to the committee.
3. The liaison reports to the Board regarding project status of the committee.
4. In the absence of the committee chair or a designated representative, the Board liaison presents committee recommendations to the Board.
5. The liaison makes motions to approve appropriate committee recommendations during the Board meeting.
6. The liaison has non-voting status on the committee. The liaison may participate in discussion during committee meetings, following the protocol used by the committee (first recognized by chair, etc.)
7. The liaison may not act for or speak for the committee, and may not chair committee meetings.
8. The liaison advises the committee on policy and procedures.
9. The liaison may assist the committee in developing recommendations for action by the Board, to ensure that such recommendations are complete, and in order to provide information to anticipated questions from Directors.
10. It is recommended that the liaison bring the governing documents, pertinent policies and minutes of the past meeting to each committee meeting to facilitate decision-making.