



Committee Charter

VHA Policy Committee

Authorization

- Bylaws of The Villages Homeowners Advocates, Inc., (VHA) Article V, Board of Directors; and Article VIII, Committees
- VHA Policy 4.1: Creation and Staffing of Committees

Purpose

The Policy Committee is a standing committee of the overall VHA organization. It drafts, edits, reviews, and updates VHA policies for approval by the boards of directors of the VHA, VHA-CF, and/or VHA-HH. In addition, the Policy Committee oversees the templates and organization of Board mandates, committee charters, and administrative procedures for the three corporations.

Limitation of Policy Committee's Role

Although the Policy Committee has the responsibilities set forth in this charter, it is not the responsibility of the Policy Committee determine the policies, mandates, charters or procedures of the VHA. These tasks are the responsibility of the Boards, VHA management, and members involved in overseeing and carrying out procedures.

Each member shall be free of any relationship that, in the opinion of the Boards of Directors of the VHA, VHA-CF, and/or VHA-HH, would interfere with his or her individual exercise of independent judgment.

Reporting

The Policy Committee reports directly to the President of the VHA, acting as the Sole Member, who represents the three Boards of Directors.

Responsibilities

Specifically, the Policy Committee performs the following functions:

- Develops and periodically reviews VHA, VHA-CF, and VHA-HH policies, ensuring that every policy is reviewed in advance of its mandatory update date and any needed changes are drafted and presented to the respective for approval on or before the due date.
- As needed, reviews and updates Board Mandates for the three corporations.
- Drafts, reviews, and updates charters for Board or President-created standing committees.
- Establishes and maintains templates for Procedures and assists management in writing and/or editing.
- Conducts private executive sessions at least annually with management and the three Boards of Directors.



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Composition

- The committee consists of four to seven persons, with the Chairperson being a VHA Board member, and at least one member each representing the VHA-CF and the VHA-HH.
- The representatives of the VHA-CF and VHA-HH shall be selected by the respective Boards of Directors.
- The VHA Executive Vice-President shall be one of the members.
- Other representatives shall be selected by the President of the VHA.
- The committee must include members with basic understanding of definitions of policies and procedures.

Terms

All committee members, excluding the person serving as chair, may serve two one-year terms.

Meetings

The Policy Committee meets as needed to fulfill its responsibilities but shall meet at least three months prior to the review due date for each policy. The Committee shall also meet as required to review and consider any requested updates to policies, mandates, and/or charters.