

POLICY TITLE - STRATEGIC PLANNING COMMITTEE
POLICY SECTION - COMMITTEES
POLICY NUMBER - 05
DATE OF ORIGIN - FEBRUARY 2016
APPROVED BY - HMCI BOARD OF DIRECTORS - 2/24/2016
REVIEW/REVISION DATE

POLICY STATEMENT – The HMCI Board of Directors believes that an established Strategic Planning Committee is essential to managing long-term goals and analysis of the cooperative property and assets and to optimize capital expenditures and owner satisfaction.

PURPOSE – The purpose of the committee is to review and analyze problems and issues relating to HMCI property and assets and then recommend the best alternatives and timing to resolve.

SCOPE OF AUTHORITY – The committee has the authority to consult, review, develop bid specifications* and advise residents on proposals for projects that comply with the Board approved rules, regulations and procedures for such projects. The proposals will be submitted to the Board for approval and the Manager will then be responsible for providing bids. (* In collaboration with the Manager, the process of developing bid specs involves working with contractors and obtaining preliminary quotes, which are not to be considered as final unless approved by HMC Board of Directors.)

MEMBERSHIP

1. The Strategic Planning Committee is considered a standing committee of the Board.
2. Residents of HMC may indicate their interest in committee membership by submitting their name in writing to the President when the annual call for an expression of interest in the committee is made.
3. The Board President will identify a Chair for the committee and make a recommendation to the Board of Directors. The newly appointed Chair will be provided with the list of interested participants. The Chair will have the responsibility of defining the sub-committees, appointing the sub-committee team leaders and soliciting additional interested HMC participants as deemed necessary.
4. The committee will be comprised of a Chair, Secretary, and sub-committee team leaders and team members as selected by the team leaders.
5. A member of the HMCI Board of Directors will be appointed by the HMCI President as the committee's liaison to the Board of Directors and be considered an ex-officio member of the committee.
6. Membership will be reviewed on an annual basis.
7. Meetings of the Strategic Planning will be open to allow residents of HMCI to attend and participate in the committee's discussions.
8. The overall Committee, the Board liaison and HMCI Manager are all tasked to work together in a collaborative manner to maintain a positive working relationship.
9. The Committee Chair will provide a monthly report (verbal or written) at the monthly meeting of the Board of Directors.

MEETING FREQUENCY – The committee will meet monthly at a minimum with additional meetings called by the Chair as required. Regular meeting date notices will be posted monthly on the newsletter calendar.