

MISSISSIPPI LAKES ASSOCIATION COMMITTEE POLICY

PURPOSE

1. This Policy establishes guidelines and procedures for the striking and management of committees by the Board of Directors, to assist it in delivering the Association's Objectives and activities.

BACKGROUND

2. The adoption of the Lake Plan 2015 resulted in a significant increase to the scope of MLA activities. This in turn precipitated the creation of committees to address specific areas of interest, thereby improving the Board of Directors' ability to exercise oversight functions for all MLA activities.

3. As MLA activities continue to evolve over time, different or additional committees may be required for the management and execution of projects.

EXECUTIVE COMMITTEE

4. The Executive Committee is a standing committee established as per MLA By-law Article 6, with duties and responsibilities prescribed in By-law Article 7. Additional powers are delegated pursuant to By-law Article 6.1 as follow:

- a. managing administrative details, including but not limited to: setting Board meeting dates; securing venues for meetings of Members; and responding to requests for interviews from the media regarding MLA activities;
- b. responding to urgent or crisis situations when immediate action by the MLA is warranted or necessary. Examples include but are not limited to: extending condolences, and responding to short-notice invitations to events; and
- c. the President is authorized to approve budgeted minor expenses in support of the above powers, to a maximum of \$100 per occasion, and an aggregate maximum of \$500 between scheduled Directors' meetings.

When powers under Article 4b and 4c above are exercised, the President shall notify the Board at the earliest opportunity, and provide a report at the next scheduled Board meeting.

OTHER MLA COMMITTEES

5. Other committees will be struck and dissolved as deemed appropriate by the Board of Directors, in accordance with MLA By-law Article 4.7
6. Committees report to the Board for approval of activities and funding. Committee Chairs serve at the pleasure of the Board.
7. The following standing committees are currently authorized by the Board:
 - a. Communications - to manage the communications activities of the MLA; to share information among its members and supporters; to coordinate outreach, advocacy, and revenue generation activities for the MLA; to liaise with other Committees to ensure coherent and accurate messaging in all MLA written and e-products;
 - b. Environment - to advocate for the environmental health of the lake; to develop and coordinate MLA environmental activities and programs in support of the Lake Plan; to liaise with the Mississippi Valley Conservation Authority (MVCA) and other partners in developing, promoting and delivering programs; to act as custodian for, and to coordinate the use of the MLA drone;
 - c. Boating and Recreation - to manage the Cautionary Buoy program; to act as custodian for the MLA boat and associated equipment; to coordinate the use of the MLA boat; to develop and coordinate information regarding current and potential recreational activities available in/around the lake;
 - d. Private Roads - to develop information packages and programs in support of Private Road Associations; to coordinate and promulgate information regarding various aspects of living on private roads; and
 - e. Municipal Relations - to liaise with the four municipal governments around Mississippi Lake to increase their awareness of the MLA and its activities; to seek participation and cooperation from these governments for MLA programs and activities affecting their municipalities.
8. The following Ad Hoc committees will be activated when required:
 - a. Director Nomination Committee - struck annually in January to interview and recommend new or returning candidates for election to Director positions on the Board. The Chair will be appointed by the President from among the mid-term Directors (ie: not up for election in that year). All other mid-term Directors shall serve as Members of this committee; and
 - b. By-Law Review Committee - struck in 2019, and at intervals not exceeding five years thereafter, to review the extant by-laws and to recommend amendments as deemed

appropriate. Amendments approved by the Board will be submitted for adoption at the next scheduled Annual General Meeting. The Chair is the MLA Vice-President.

9. Additional Standing and Ad Hoc committees may be struck as deemed required by the Board.

TERMS OF REFERENCE

10. The following general guidelines apply to all committees. Amplifying guidelines and details may be produced by individual committees, provided that they conform to the overall direction contained in this policy.

- a. Committee Chair - Committee Chairs will be appointed by the Board and shall normally be Directors of the MLA. When required, a committee Chair who is not a Director will be invited to Board meetings to present reports and discuss committee issues. The committee Chair may appoint a committee member as a replacement for temporary absences of the Chair. For prolonged absences of the Chair, suitable arrangements are to be coordinated with the Board;
- b. Committee Members - Members of the committee shall consist of volunteers who have indicated their willingness to serve. Committee members need not be members of the MLA, but should be encouraged to join the Association. The committees shall develop and maintain contact lists of their members, and of volunteers who have expressed an interest in working for the committee;
- c. Structure - Committees may organize themselves as deemed appropriate to execute their mandate, including appointing officers and establishing sub-committees as necessary;
- d. Meetings - Committees shall hold regular meetings to plan programs and monitor activity progress. The frequency of the meetings depends upon the activity level, but committees should meet at least quarterly;
- e. Minutes - Meeting minutes or records of decisions shall be produced as the official record of the committee, and shall be forwarded to the MLA secretary for inclusion as part of the Association's corporate records;
- f. Reports - Committee reports are a standing agenda item of all Board meetings. Committee Chairs shall submit a written report at least four days prior to Board meetings, to allow sufficient preparation time. During the meeting, Chairs shall also provide a brief oral summary of their committee's activities. Supplemental documents are to be forwarded to the MLA Secretary for inclusion as official records if deemed appropriate;
- g. Communications

- i. The President is the official spokesperson for the MLA when engaging the media and external agencies regarding emerging policies, strategies, and commitments. As deemed appropriate for specific topics or issues, the President may delegate this authority to another Director;
- ii. All Directors and Committee Chairs are expected to be familiar with the Objectives, policies, and activities of the MLA, and to be proactive in advocating for the Association. This includes but is not limited to making presentations and representing the MLA at seminars, conferences, etc.;
- iii. Within the scope of their mandate, committees are free to initiate and respond to correspondence for planning and coordinating purposes. Issues or topics that involve MLA policy, or the commitment of MLA resources, or that are of a sensitive nature shall be discussed with the Board of Directors beforehand to ensure consistent and accurate messaging; and
- iv. External general communications involving postings to the website, and general information transmissions via e-newsletters, media, etc. shall be reviewed to ensure quality (typos, spelling, format, tone, etc.) and accuracy. An approved format for slide presentations shall be used to promote the MLA brand. The Communications Committee shall coordinate these efforts, liaising with other committees as required.

FUNDING

11. The MLA maintains one budget that is submitted annually to the MLA Members for approval at the Annual General Meeting (AGM) in May. In the Jan-Apr period before the AGM, the next fiscal year's budget is to be prepared by the Board of Directors with input from the committees. Committees shall formulate plans for activities and projects within their scope of authority and submit funding proposals to the Board.

12. Once AGM approval has been obtained, committees may proceed with planned activities, liaising closely with the MLA Treasurer to ensure adequate funds are available before actual expenditures are made.

13. During the year, committee reports at Board meetings shall include upcoming planned expenditures, and any delay in activities that has occurred, or is likely to occur.

14. Funding requests for activities arising during the fiscal year, for which specific funding was not approved, are to be tabled at a Board meeting to ascertain whether scope exists to address these requirements.

REVENUE MANAGEMENT

15. All revenue, regardless of source, shall be managed by the MLA Treasurer. Funding that is provided for specific purposes or is otherwise subject to expenditure restrictions shall be tracked to ensure compliance with the contributor's wishes.

16. Where Grants, Sponsorships, or other restricted funding is provided, an appropriate committee will be designated to manage the project or activity. This is to include forecasting events and expenditures, and preparing reports for submission to the granting agency as required.