

## **Action Committee Guidelines**

### **Chairperson and or Co-chair**

\*Shall update their membership of the Windsor Park Neighbors, Inc signing acknowledgement of reading of the bylaws either on line or hard copy. Shall sign and date a copy of these guidelines for the association records.

\*Shall appoint a co-chair for contact reasons and to be assured someone will be able to attend meetings and do presentations of said projects. Shall sign and date a copy of these guidelines for the association records.

\*Shall understand that they are directly accountable to the Board of Directors of the Windsor Park Neighbors, Inc. and will schedule updates and presentations to said board no less than every 30 days in writing or verbal communication. This is solely the responsibility of the Chair or Co-chair person on the committee. Windsor Park Board of Directors will then take presentation under advisement for advancement of project.

\*Either Chairperson or Co-Chair shall be required to attend all association meetings and be asked to give updates monthly and recruiting attending members to participate.

\*Any change to the proposed action committee program will need to be presented in written form to the President of the association for presentation before the Board of Directors for approval. Approval constitutes advancement of said changes. Denial of said changes constitutes the program will either be reverted to prior plans or program cancelled per discretion of the President of the Board and or the Board of Directors.

\*Chairman and or Co-chair shall be responsible to keep President of the Windsor Park Neighbors, Inc. apprised of any issues that arise that might compromise said project or the integrity of the association.

\*Shall if applicable accept responsibility for writing matching grants or assigning to committee members that are active and regularly attending meetings.

\*Shall prior to recruiting members submit a Project Summary with proposal of needed funding from association and matching grants and final Vision Summary with drawings to the President via [wpneighbors@gmail.com](mailto:wpneighbors@gmail.com) or at the monthly meeting. The President will then present said project to Board of Directors for approval of project. Further questions from the board may require answers before approval and initiation of project.

\*Each monetary withdrawal from the Windsor Park Neighbors, Inc account will require a full approval of the board with a written request explaining its connection to the original proposal submitted to the President via [wpneighbors@gmail.com](mailto:wpneighbors@gmail.com)

#### *Committee Members:*

\*Chairperson and Co-chairperson shall recruit (preferably association members) members of the neighborhood for the development and completion of the project. The recruits must have a Windsor Park residence.

\*Chairperson shall assign members various task such as gathering, completion, and submission of forms for matching grants, and bookkeeping of project expenses. These tasks must be done by the Chairperson, Co-chair, or members that have updated their membership on line reading and agreeing to WPNeighbors, Inc. bylaws and attending meetings regularly.

\*Non-member volunteers that commit time to project must live in the Windsor Park Neighborhood and be assigned any manual labor, art projects, drafting project plans, and other projects to bring project to completion.

\*Both members and volunteers are encouraged to attend association mentions but not required for participation. Members and Volunteers are answerable to Chairperson.

\*\* Committees will not be considered viable with agendas that are contrary to the peace of the neighborhood. No policing.