

The Complete Guide to

COMMUNITY ASSOCIATION COMMITTEES





Serving on your association's board of directors is a big responsibility that requires a lot of time, effort, and resources. Governing and leading a community isn't easy, and as a part-time volunteer, it's hard to accomplish everything—there simply aren't enough hours in the day!

That's why establishing committees to help share and divide the workload is so important. With support from various committees, board members can focus on fulfilling their duties more efficiently and effectively. Committees are a part of the basic framework of a community. Created for a specific purpose, committees offer homeowners a way to get involved in the community without feeling overwhelmed or assuming the full responsibilities of a board member. Read on to learn more about committees, their benefits, and more.

COMMITTEE BASICS

A committee consists of a small group of residents who concentrate on specific community aspects that may require additional oversight, planning, and execution. Committees support or enhance board function and help reduce the workload of the board. They can make recommendations, but the board ultimately makes and assumes responsibility for all decisions.

Types of Committees

To best support their individual boards, committees may differ by association, but all committees fall into one of the following categories:

MANDATORY COMMITTEE

Mandatory committees are ones that exist independently of the board and are clearly stated and described in the association's governing documents. Examples of mandatory committees include the architectural committee, nominating committee, and elections committee.

STANDING COMMITTEE

Standing committees are typically identified in the association's declaration or bylaws. They're function-oriented committees, like a budget and finance committee, and remain in force indefinitely to assist in the association's operation.

AD-HOC COMMITTEE

Ad-hoc committees are task-oriented committees that cease to exist as soon as the assigned task gets completed. For example, a landscaping committee may be created to coordinate new landscaping at the neighborhood's entrance.



THE TOP 5 COMMITTEES TO CREATE IN YOUR COMMUNITY

BY TOWNSQ

While the board is responsible for ensuring that the overall community runs smoothly, residents can volunteer to oversee a particular aspect of the community—or in other words, they can join committees. These committees ease the burden on boards while allowing homeowners to participate in the community at a lower level of commitment, making them beneficial for everyone in your association.

If your community doesn't have committees, you could ask homeowners which ones they'd like to participate in via a survey or by creating a poll in an app like TownSq. Otherwise, you can begin the committee-creation process by considering whether any of these options would fit the needs of your community.

WELCOME COMMITTEE

Consider a welcome committee with homeowners willing to stop by and say hello to new neighbors; members could also provide a high-level overview of the rules and community processes in addition to making a social visit. This keeps your first interaction from being a violation letter—that's definitely not starting off on the right foot!

NEWSLETTER COMMITTEE

A newsletter committee can take responsibility for formatting the community newsletter and coming up with some of the topics to include; the board will still need to approve the final version before it is distributed, but having someone else help with the preparation lets others be involved while having less for the board to complete.

SOCIAL COMMITTEE

A social committee can help plan a community garage sale, block party, or other neighborhood gathering. They could also assist with creating polls to ask others the types of events they are interested in. Once you know people are interested in a particular event, another poll can be used to narrow down the event date or venue. The committee can then make the official announcement with a mix of traditional and digital media, such as yard signs in front of the clubhouse, or posted on your community's website or mobile app.

SOCIAL MEDIA COMMITTEE

A social media committee can help moderate online homeowner forums and add announcements and other content to social channels to help keep everyone updated on projects and other information. This could also be a website committee that leverages the skills of owners who want to help and who already have the know-how for creating or updating a community website.

MAINTENANCE COMMITTEE

You could even have a committee to help with maintenance items that are the owners' responsibility; if 15 owners want to have a contractor wash their windows at their expense, they can get a better cost if they all work with the same vendor. Sometimes having the board or management partner organize this type of project is not possible, but if there are residents interested in organizing those types of services for themselves, the association can help with the communication of those opportunities. Encouraging owners to complete regular maintenance on their units for items that are their responsibility helps the entire association in the long run.

By creating committees, you give your homeowners the opportunity to help shape the direction of the community in the ways they care about most, and the community benefits from their contributions.



About the Author

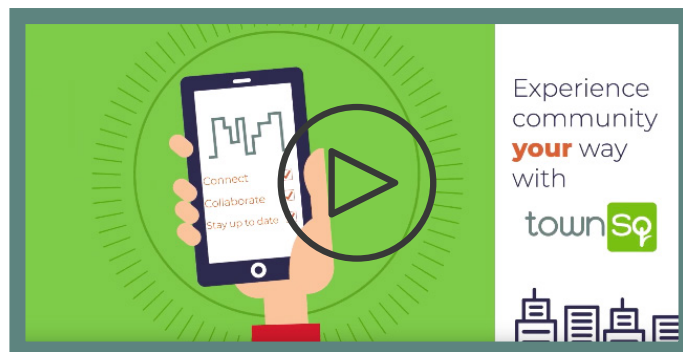
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GET THE SCOOP & STAY IN THE LOOP **WITH TOWNSQ**

From annual meetings to board training and community events, it's easy to feel overwhelmed and out of touch with everything happening in the community. With TownSq, the all-in-one app for managed communities, everyone in your community can stay up to date in real-time, allowing you and your homeowners to get involved, stay engaged, and remain invested in the community.

- Post community updates and announcements
- Receive status updates on requests
- Schedule push notifications for upcoming projects and completed assignments
- Upload and access association documents

WATCH THIS VIDEO TO LEARN MORE!



townsq.io

**TownSq may not be available in all areas. Check with your community management team for more details.*

BENEFITS OF COMMITTEES

Committees are often called the building blocks of a community association. Working together for the greater good of the community not only builds friendships, but also fosters a stronger sense of community. The following are four additional benefits of committees:

1. They allow board members to complete tasks more efficiently.

Board members have a lot on their plates. When leaders are able to evenly distribute responsibilities and rely on committee members to fill in the gaps, they can complete tasks more efficiently.

2. They offer a different perspective.

Committee members bring unique experience, education, and talents to the table. They can provide a fresh perspective and offer additional solutions and recommendations, so board members can make the best decisions for the community.

3. They provide an easy way to get people involved.

From the newest neighbor to the neighborhood old-timers, everyone should have an opportunity to participate; however, not everyone has the time or ability to serve on the board. Committees are an excellent way to get more residents involved on their terms.

4. They groom new board members.

Serving on a committee gives residents a chance to learn about and become comfortable with the structure, roles, and duties of board members without fully committing. When people are knowledgeable about the operations and already involved in the community, they're more likely to run for a board position in the future.



10 STEPS TO A WELL-ESTABLISHED COMMITTEE

When forming a committee, it's important to follow guidelines to ensure that each committee is successful. Follow these steps to create a strong committee:

1. **Start from the bottom.**

Determine the basis for the establishment of the committee. Why are you forming this committee?

2. **Define the decision-maker.**

Identify the scope of authority given to the committee. Are they allocated a budget? Can they make decisions independently, or do they make recommendations to the board without the power to act?

3. **Get the big picture.**

Clearly define the purpose and function of the committee to ensure it fulfills a specific need within the association.

4. **Set to-dos.**

Detail the responsibilities and activities of the committee and its members.

5. **Organize the team.**

Decide how many members the committee needs. How are they appointed? Should they only be residents? What does the leadership and voting structure of the committee look like?

6. **Clock in.**

Identify a timeline for task completion, term limits, and the overall committee lifespan.

7. **Talk it out.**

Communicate how many and what kind of recommendations the committee must deliver to the board.

8. **Keep track.**

Clarify the board's expectations for reports and minutes. How often should this information be provided to the board to ensure proper oversight and communication?

9. **Set boundaries.**

Create an understanding of the committee's relationship to the manager, board of directors, and other key stakeholders. How should they interact?

10. **Say, "thank you!"**

For continued success, be sure to recognize the efforts of the volunteers. Hold a volunteer appreciation event, send a personalized thank you note, or give out annual volunteer awards.

When committees are well-structured, they function better, and it allows members to work with unity and purpose. Cooperation within the committee serves the needs of the entire community and will help prepare your community for a strong future.

BRINGING COMMUNITY TO

YOU.

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At Associa, we bring community to you.

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