

**The Policy and Documents Committee serves at the pleasure of the Crystal Lakes Road and Recreation Association Board of Directors. All final decisions are the responsibility of the CLRRA Board of Directors.**

### **Policy and Documents Charter**

**Approved November 20, 2010**

#### **Purpose:**

The purpose of this committee is to review the Road and Recreation Policy Manual, the Property Owners' Handbook, the Bylaws, the Articles of Incorporation, and any other documents that the Road and Recreation Board requests be updated.

Requests to update the Crystal Lakes Association Employee Manual also may be made by the Joint Boards as needed.

These tasks will be accomplished by adding copy and/or deleting/revising that which no longer is pertinent. The committee will recommend these additions or deletions/revisions to the documents to the Board. When they are approved by the Board, it is the committee's responsibility to assure that the documents are updated accordingly.

From time to time, the Road and Recreation Association Board or the Joint Boards may also request the committee to draft certain new policies and procedures.

#### **Membership:**

This committee will consist of no less than three and no more than five members, one of whom shall be a member of Road and Recreation Board. The Board will appoint the chairperson of the committee. The chairperson selects the members of the committee and submits their names to the Board for approval. All committee members must belong to Crystal Lakes Road and Recreation Association and must be members in good standing.

#### **Goal:**

The goal of this committee is to research, review and recommend to the Board of Directors, as per their request, updates of existing Association documents and drafts of new documents.

When policies requiring drafting or revision overlap into the Water and Sewer Board's jurisdiction, the documents are submitted to the Joint Boards for discussion and approval.