EXECUTIVE COMMITTEE CHARTER

PURPOSE

The Executive Committee (the "Committee") shall be established as a standing committee of the Board of Directors (the "Board") to assist the Board in the effective administration, oversight, and management of the affairs of the Association.

The Committee shall act on matters specifically delegated to it by the Board and, when authorized, may act on urgent or routine matters requiring attention between meetings of the Board, subject to the limitations imposed by applicable laws, the Articles of Incorporation, the By-Laws, and resolutions and policies adopted by the Board.

The Committee shall promote the efficient implementation of Board-approved policies, programs, projects, and resolutions and shall facilitate coordination among the officers, committees, and management of the Association.

The Committee shall have such other duties and responsibilities as may be provided in this Charter or assigned to it from time to time by the Board.

COMPOSITION AND APPOINTMENT

a. The Executive Committee shall consist of not less than three (3) members, unless a different number is provided in the Association's By-Laws or determined by the Board.
b. The members of the Executive Committee shall be appointed by the Board of Directors from among its members.
c. The Chairperson of the Executive Committee shall be designated or elected by the Board of Directors.
d. The Board may designate an alternate member or members to act in the absence or incapacity of a regular Committee member, as may be appropriate.
e. Vacancies in the Committee shall be filled by the Board of Directors.
f. The term of the Committee members shall be coterminous with their respective terms as members of the Board, unless earlier terminated or modified by the Board.

RESPONSIBILITIES

The Executive Committee shall:

1. Implement Board Resolutions.
   Assist in the implementation and execution of resolutions, policies, programs, projects, and other directives duly approved by the Board.

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2. Coordinate Association Operations.
   Facilitate coordination among the officers, committees, administrative personnel, contractors, service providers, and other persons involved in the day-to-day affairs of the Association, subject to the authority of the Board and the respective functions assigned to them.

3. Act on Delegated Matters.
   Consider and act upon matters specifically delegated to the Committee by the Board and, when authorized, make recommendations or take appropriate action on matters that require attention between regular meetings of the Board.

4. Monitor Implementation.
   Monitor the implementation of Board-approved projects, programs, policies, and activities and report significant developments, concerns, delays, or deviations to the Board.

5. Review Operational Concerns.
   Review operational, administrative, maintenance, security, financial, and other matters referred to the Committee and recommend appropriate action to the Board.

6. Address Urgent Matters.
   When specifically authorized by the Board, address urgent matters requiring action before the next scheduled Board meeting, provided that such action is within the Committee's delegated authority and does not involve matters reserved for the Board or general membership.

7. Make Recommendations to the Board.
   Submit recommendations to the Board concerning matters affecting the administration, operations, facilities, services, programs, and overall welfare of the Association.

8. Review Policies and Procedures.
   Review existing policies, procedures, and administrative practices within its areas of responsibility and recommend amendments or improvements to the Board when necessary.

9. Monitor Compliance.
   Assist in monitoring compliance with applicable laws, regulations, the Articles of Incorporation, By-Laws, and duly adopted policies and resolutions of the Association, insofar as these relate to matters within the Committee's functions.

10. Coordinate with Other Committees.
    Coordinate, when necessary, with the other committees of the Association to ensure consistency and proper implementation of Board-approved programs and activities.

11. **Report to the Board.**
    Submit to the Board a report of its meetings, actions, recommendations, and other significant matters considered by the Committee.

12. **Perform Other Functions.**
    Perform such other functions and responsibilities as may be assigned or delegated to it by the Board from time to time.

MEETINGS

a. The Executive Committee shall meet as often as necessary to properly discharge its duties and responsibilities.

b. Special meetings of the Committee may be called by the Chairperson or by any two (2) members of the Committee whenever necessary.

c. A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business.

d. Meetings may be conducted in person, through videoconferencing, or through other means of remote communication permitted under applicable laws and the Association's By-Laws.

e. Resolutions, recommendations, and actions of the Committee shall be reported to the Board at its next meeting and shall be subject to the review, confirmation, modification, or reversal of the Board, when appropriate.

REPORTS

The Executive Committee will record its recommendations to the Board in written form which will be incorporated as a part of the minutes of the Board of Directors' meeting at which those recommendations are presented.

MINUTES

The Executive Committee will maintain written minutes of its meetings, which minutes will be filed with the minutes of the meeting of the Board of Directors.