



Columbia Council/Columbia Association (CA) Board of Directors

**Fiscal Year 2017 Orientation and Organizational Schedule
and General Information**

For

Candidates Interested in Serving on the

Columbia Council/Columbia Association (CA) Board of Directors

February 2016

Orientation and Organizational Schedule for FY 17
Columbia Council/CA Board of Directors

1st Quarter = May 2016 to July 2016
 2nd Quarter = August 2016 to October 2016
 3rd Quarter = November 2016 to January 2017
 4th Quarter = February 2017 to April 2017

Mth	Date	Time	Event
1st QUARTER			
May	Monday, May 9, 2016	7:30 p.m. – 10:00 p.m.	New CA Board of Directors Orientation (Department Directors' presentations).
May	Thursday, May 12, 2016	7:30 p.m. – 8:30 p.m. 8:30 p.m. – 9:30 p.m.	<ul style="list-style-type: none"> ➤ <u>Annual Members Meeting</u> Annual meeting of the members of CA to elect the CA Board of Directors. Set time and date of Organizational Meeting of the CA Board (usually immediately following the Annual Members Meeting). ➤ <u>Organizational Meeting of the CA Board</u> Elect the Chair and Vice Chair of the Board. Discuss Committee Assignments. Elect CA Representatives to the Inner Arbor Trust Board of Directors. ➤ <u>Annual Meeting of the Columbia Council</u> Organizational Meeting of the Columbia Council to elect the Chair and Vice Chair. <p>Reception for Members of the Board of Directors and Members of the Senior Leadership Team.</p>
May	Friday, May 20, 2016	6:30 p.m.	<i>Dinner for Board/Staff members attending the Retreat on Saturday, May 21, 2016</i>
May	Saturday, May 21, 2016	9:00 a.m. – 4:00 p.m.	<i>Board/Staff Retreat – 9:00 a.m. to 4:00 p.m. – Location TBD</i>
May	Thursday, May 26, 2016	7:30 p.m.	CA Board of Directors Meeting. Agenda includes (i) Election of the Chair and Vice Chair of Board Committees and (ii) Approval of the schedule for regular Board meetings for the fiscal year.
Jun	Thursday, June 16, 2016	7:30 p.m. – 10:00 p.m.	<i>CA Board of Directors Financial, Marketing, and Legal Briefing.</i>
Jul	July 2016		Note: CA Board approves the Budget Schedule in July each year. The schedule includes a series of meetings and work sessions that may not be listed on this calendar.
2nd QUARTER			
Aug			
Sep	September 2016	7:30 p.m.	<i>Planning and Strategy Committee Meeting (Hosting CA Board)-Public Hearing (Pre-Budget).</i>
Sep	September 2016	6:00 p.m.	<i>External Relations Committee hosts Stakeholders Dinner – Guest Stakeholders Group TBD.</i>
Oct	October 2016	7:30 p.m.	<i>Planning and Strategy Committee (Hosting CA Board) Budget Work Session to set budget parameters.</i>

3 rd QUARTER			
Nov	November 2016		Board meets with President/CEO to discuss his progress toward the FY17 goals. Mid-year informal evaluation of President/CEO.
Nov	<i>November 2016</i>	6:00 p.m.	<i>External Relations Committee hosts Stakeholders Dinner – Guest Stakeholders Group TBD.</i>
Dec			
Jan	<i>January 2017</i>	7:30 p.m.	<i>Public Hearing hosted by the Planning and Strategy Committee. First deliberation by PSC on the Conditional FY 18 Budget with proposed revisions from stakeholders.</i>
Jan	<i>January 2017</i>	7:30 p.m.	<i>Planning and Strategy Committee meeting. Second deliberation by PSC on the Conditional FY 18 Budget. PSC to formulate recommendation for CA Board.</i>
Jan	<i>January 2017</i>	6:00 p.m.	<i>External Relations Committee hosts Stakeholders Dinner – Guest Stakeholders Group TBD.</i>
4 th QUARTER			
Feb	February 2017	7:30 p.m.	<i>Planning and Strategy Committee (hosting CA Board) holds Work Sessions on the Conditional FY 18 Budget. Board votes to approve the Conditional FY 18 Budget and annual charge rates.</i>
Mar	March 2017		CA Board Prepares President/CEO’s Evaluation for FY 17 and may begin discussions of the President/CEO Goals for FY18. These require the President/CEO’s input and several meetings to complete the process.
Mar	<i>March 2017</i>	6:00 p.m.	<i>External Relations Committee hosts Stakeholders Dinner – Guest Stakeholders Group TBD.</i>
Apr	<i>April 2017</i>		<i>CA Board approves tentative goals for the President/CEO for FY18. The newly elected Board will need to formally accept and approve them.</i>
Apr	Thursday, April 27, 2017	7:30 p.m.	Final CA Board of Directors Meeting of the fiscal year.

NOTE 1: This calendar does not reflect the regularly scheduled Board and Committee meetings throughout the year, which are generally held the 2nd and 4th Thursday of the month. The Board, however, will not meet in August, and only one meeting is held each November and December. The Board Operations Committee generally meets the first Monday of the month, unless otherwise arranged.

NOTE 2: *Italicized text indicates tentative meetings/events based upon prior year meetings/events. Tentative meetings are subject to change and/or cancellation.*

Additional Information

The Columbia Council meets only once a year in early May for the purpose of appointing the Columbia Council members to the Columbia Association Board of Directors.

The Columbia Association Board of Directors meets the second and fourth Thursday of each month. The Board, however, will not meet in August, and only one meeting is held each November and December. Additional “special” Board meeting may be called as needed at any time by the Chair or Vice-Chair of the Board, CA’s President/CEO (who is a non-voting member of the Board), or a majority of the Board of Directors.

There are four Board committees that meet regularly.

1. The Board Operations Committee (BOC) is composed of the CA President/CEO, Board Chair, and the Chairs of the Planning & Strategy, Strategic Implementation, and External Relations Committees. The BOC is primarily responsible for setting Board meeting agendas, setting annual goals and reviewing the performance of the CA President/CEO, and other administrative duties.
2. The Planning & Strategy Committee (PSC) meets monthly during one of the two monthly Board meetings and is primarily responsible for the Board’s strategy-making process and for addressing strategic issues.
3. The Strategic Implementation Committee (SIC) meets monthly during one of the two monthly Board meetings and is primarily responsible for oversight of all CA operations.
4. The External Relations Committee (ERC) meets monthly during one of the two monthly Board meetings and is primarily responsible for CA’s relationship with the community and other external stakeholders.

There are also two committees on which some Board members serve that meet periodically (generally quarterly): the Risk Management Committee and the Audit Committee.

Compensation

CA Board Members do not receive a salary or stipend for their service. They do get an Individual Package Plan Plus membership, a \$500 CA account to spend on Board-related services and programs, and any electronic equipment they need to do their job.

Time Commitment

Serving the Columbia community as a member of the CA Board of Directors requires a significant time commitment. In addition to the monthly Board and Committee meetings, Board Members are expected to attend their Community Village Association's regular meetings to act as a liaison between the CA Board and the Village Board. CA Board Members can expect to spend time on the phone talking with, and corresponding with, residents in their Village and around Columbia. There is also a considerable amount of meeting preparation time, e-mail correspondence, and perusal of CA's documents. A well-prepared, responsible CA Board Member may spend 10 hours or more per week on Board-related matters.

Responsibilities of the Columbia Association Board of Directors

- Be informed regarding the mission, services, policies, and programs of the Columbia Association ("CA").
- Formulate CA policies.
- Carry out fiduciary responsibilities of the CA Board, including oversight and approval of the CA budget and review of CA financial statements.
- Regularly attend Board and committee meetings as scheduled.
- Review agenda, supporting materials, and prior meeting minutes before CA Board and committee meetings, and otherwise prepare for meetings.
- Take responsibility for and follow through on assignments arising from meetings.
- Attend special events and functions of the CA Board and Villages, as well as community-wide CA events.
- Present reports of CA Board actions at respective Village Board meetings.
- Work with CA's President to establish performance objectives.
- Evaluate performance of CA's President, while providing the necessary support for the President to further CA's goals.
- Follow the CA Board ethics, conflict of interest, and confidentiality policies.
- Communicate with residents; articulate CA's goals, accomplishments, programs and policies; and obtain input from residents.
- Participate in the decisions of the CA Board and exercise independent judgment in doing so.