

# HIDDEN HILLS COMMUNITY ASSOCIATION

## TECHNOLOGY COMMITTEE

**POSITION:** Committee Member

**TERM OF APPOINTMENT:** One (1) Year

**ACCOUNTABILITY:** Board of Directors

**TECHNOLOGY COMMITTEE CHARTER:** The purpose of the Technology Committee is to assist the Board of Directors and Management on the use and implementation of technology that will improve the level of service for owners in the community. The Committee shall also assist with other items of a technical nature that may arise. Committee members serve at the pleasure of the Board.

### DUTIES & RESPONSIBILITIES

1. Committee Members will conduct research and make recommendations to the Board of Directors on the following items:
  - a. Improving cellular and internet service in the community
  - b. Using technology to assist with risk Management issues
  - c. Evaluate hardware and software needs and provide solutions for gate operations and the Hidden Hills Community Association on-site office
  - d. Oversee the update of the Hidden Hills website by recommending solutions to secure the network
  - e. Offer recommendations for special projects that will improve the use of and implementation of technology.
  - f. Address other issues that may arise
2. To fulfill its role, the Committee will prepare and follow an annual work plan of key priorities, prepare a proposed operating budget and calendar to be approved by the Board of Directors.
3. Committee members shall not sign contracts nor commit the Association for any obligations.
4. Committee members shall not give directives to the Hidden Hills on-site staff. Committee members should make requests to the Chair of the Committee. The Chair will contact the general manager to receive guidance. If the Chair is not available, the Chair may designate a point person to interact with the general manager.
5. If a project is recommended for the Board to approve, the Committee is responsible for working with Management for full implementation of the project. For example, including but not limited to planning, specifications, budget, implementation, post implementation, responsible parties, evaluation, and provide interim reports to the Board and general manager, etc.
6. The Committee commits itself and its members to ethical, professional, and lawful conduct including proper use of authority and appropriate decorum when acting as Committee members.
7. The Committee will consciously invest in its ability to act competently and wisely.
8. The Committee is responsible for creating meeting schedules, agendas, member roster, taking and transcribing minutes of meetings.

9. Meeting Minutes shall be made available to the Board, general manager, and association members within five (5) business days after approval by the Committee.
10. The Committee Chair, or their designee, shall present Committee Reports to the Board and membership at the Board's regular monthly meetings. All other Committee members shall attend Board meetings as necessary.

#### **STRUCTURE**

1. The Board of Directors shall appoint the Chair of the Committee.
2. The Committee shall consist of 3-5 members. Committee members are appointed by the Board of Directors for a term of one year
3. Attend Board meetings as necessary.
4. Liaison with various other committees as necessary.
5. Attend Committee Meetings on a regular basis. If a Committee member is absent for more than 4 regular meetings within a 12 month period or 3 consecutive Committee meetings, the member shall be deemed to have resigned from the Committee.
6. Committee member shall not receive compensation but may be reimbursed for actual Expenses, at the discretion of the Board, in the performance of his/her duties.

#### **QUALIFICATIONS**

1. Must be a homeowner or resident, in good standing, with the Hidden Hills Community Association.
2. Time to devote to position.
3. Ability to accomplish tasks and work with others.
4. Agrees to support the Hidden Hills Community Association governing documents, policies, and initiatives.

#### **AUTHORITY**

1. Hidden Hills Bylaws, Article 7, *Committees*, Sections 7.0 – 7.9, and other governing documents for Hidden Hills Community Association.
2. Term of Service. Committee members may be reappointed to the Committee by the Board of Directors in accordance with the Hidden Hills Community Association Bylaws, Article 7, *Committees*, Section 7.4., *Term of Service*.