

SHHA Governance Committee Charter
Board approved May 14, 2025

Purpose

The Sandia Heights Homeowners Association (Association) Governance Committee assists the Board of Directors (Board) in fulfilling its responsibilities related to governance, organizational effectiveness, and accountability.

Scope of Governance

The Committee's scope includes:

- Provide a clear, stable framework for decision-making and operations to ensure the organization's long-term sustainability and consistency.
- Ensure updates to the Association's governing documents.

Key Roles & Responsibilities

The Governance Committee is responsible for:

- Board Foundation Documents
 - Create, review and update the following organizational documents:
 - Articles of Incorporation,
 - Bylaws,
 - Policies
 - Procedures, and
 - Official Record Book
- Board Development
 - Review, update, and maintain the Board of Director Handbook
 - Create and implement orientation programs for new Board members.
 - Organize ongoing training and development opportunities for all Board members.
 - Conduct annual self-assessments of the Board and the Committees.

The Governance Committee shall consist of at least two (2) board members, including the committee chair, appointed by the Board of Directors and 2-3 homeowners from the Association. Members should have experience in governance, law and/or organizational management.

Meetings

The Governance Committee shall meet at least monthly. Additional meetings may be scheduled as necessary. Minutes of each meeting shall be recorded and submitted to the Board of Directors.