

DOCUMENTS COMMITTEE

CHARTER

The Documents Committee is a standing committee charged with assisting the Board of Directors in keeping of the governing documents of the association up to date.

DUTIES

1. At least one committee member shall attend all regularly scheduled meetings of the Board of Directors, and acknowledge any additions or corrections needed in the governing documents as a result of board actions.
2. Review all amendments and proposed amendments to the documents for appropriateness, placement and language of such proposals within the governing documents.
3. Prepare additions and corrections in proper format to present to the Board of Directors for adoption and inclusion in the documents.
4. Arrange with park manager for reproduction and distribution of newly revised documents.
5. Maintain a record of all amendments to the documents.
6. Store the original archival hard copies and current electronic copies of all governing documents in two (2) secure places.
7. Ensure that all document originals are properly marked and dated. All current governing documents and amendments shall be recorded on disc, and shall be maintained, unaltered until such time as documents are superseded.

3/11/2010

Approved at the GVRV Board of Directors' Meeting on March 16, 2010