

**RESOLUTION TO ESTABLISH
THE GENERAL MANAGER SEARCH COMMITTEE
SUDDEN VALLEY COMMUNITY ASSOCIATION**

WHEREAS Article V, Section 1 of the Sudden Valley Community Association (SVCA) Bylaws requires committees established by the SVCA Board of Directors (Board) to be created utilizing a resolution, and

WHEREAS the resolution is required to identify and describe the responsibilities of the ad-hoc committee being established,

THEREFORE, be it resolved that the Sudden Valley Board of Directors hereby establishes the General Manager (GM) Search Committee. This charter will expire at such time as the Board has approved and entered into a contract for a new GM.

I. Membership:

The members of the GM Search Committee shall consist of two (2) SVCA Board Executives, and one (1) additional appointed director. The committee once formed shall vote to designate the chair of the committee. Two (2) additional members shall be selected from among SVCA Senior Management staff by the committee.

II. Meetings and procedures:

The GM Search Committee shall meet as needed to accomplish its purpose and responsibilities. The members of the committee need to be as flexible as possible to allow for possible multiple meetings in a week if necessary. The committee will determine the meeting schedule and method of conducting the meetings. Meetings will only be open to the committee members and any individual that the committee may invite to join them to provide for the timely completion of its responsibilities.

The committee will work in consultation with Prothman, the executive search company. The committee should seek to ensure as much transparency as possible while protecting the integrity and confidentiality of the search process.

III. Accountability:

The GM Search Committee is accountable to the Board. The Committee Chair or designated spokesperson will provide confidential timely updates to the SVCA Board. The Board intends that committee members: are committed to the best interest of the Association; maintain a record of actions and minutes of the committee's meetings; and maintain strict confidentiality where appropriate. All members are expected to attend every meeting; members must be capable of making the committee a priority throughout the process. Bi-monthly updates will be provided to the Board on the progress of the committee.

IV. Purpose:

The purpose of the GM Search Committee is to work with the recruitment company. The firm will assist the committee in developing a schedule, strategy, and materials to successfully solicit candidates for the position of General Manager the Board can select from. The committee will collaborate with the selected firm, the Board, and staff, to assist with implementing the search process. Time is of the essence, and every effort will be made by the committee to find a suitable candidate to allow adequate time for onboarding for the GM position.

V. Responsibilities:

The committee shall:

1. Collaborate with the recruiting firm who will guide the committee and the Board through the search process:
 - i. Develop a schedule of the process to ensure the committee stays on track and maintains time-sensitive recruitment milestones.
 - ii. Develop a recruitment strategy with the selected firm to meet the needs of the Association.
 - iii. Work with the Board and staff to solicit feedback regarding attributes and qualifications desired in the next GM.
 - iv. Conduct a comprehensive national search to recruit a pool of well-qualified candidates.
 - v. Provide potential candidates with information about Sudden Valley including summary information about the finances, including ongoing and planned capital projects and challenges that the community faces.
 - vi. Inform the Board of potential candidates that have been provided by the recruitment firm based on the criteria and characteristics identified in the job description and leadership profile.
 - vii. Present the Board with a list of potential semi-finalists of those candidates who present the strongest qualifications for approval.
 - viii. Set-up interviews with recognized finalists for Board review and consideration.
 - ix. The SVCA Board will select and appoint the next General Manager from the final candidates that were presented to the Board.

THIS CHARTER OF THE GENERAL MANAGER SEARCH COMMITTEE of the Board of Directors of the Sudden Valley Community Association has been duly approved and adopted by the Board on the 11th day of September 2025.

Directors vote:

Keith McLean	Absent	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Taimi Van De Polder		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Linda Bradley		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Rick Asai	Absent	Yes <input type="checkbox"/>	No <input type="checkbox"/>
AJ Tischleder	Absent	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Laurie Robinson		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Stu Mitchell		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Ray Meador		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Tom Henning		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Signed: 
Keith McLean, President