

Sudden Valley Community Association

Policy: Director and Committee Chair Requests for Records or Other Information

Policy #: 2017.3

Date: October 29, 2017

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Intent:

To establish a uniform and efficient process for Directors to obtain records or other corporate information from Administration staff, while also allowing them to fulfill their other required duties.

It is recognized that allowing every individual Director or Committee Chair to request records of any staff member can be disruptive, as well as duplicative and confusing. It is intended, therefore, that a balance be struck between the necessity of obtaining records relevant to important matters in a timely, efficient manner and the need to minimize the resulting impact on workflow.

Policy:

The Board President, The Treasurer, or a Committee Chair may request information directly from the General Manager or designee.

Directors and Committee Chairs, shall not request information directly from SVCA staff, the SVCA Attorney, or any consultant to SVCA.

The General Manager may determine the format in which responses are made to any information request. Responses to information requests by any Director or Committee Chair shall be sent to all Directors.

The term "information" as used herein includes corporate records and other recorded Association information of all types, in whatever manner.

History: Rescinded _____

Superseded/Replaced by Policy # _____