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February 2017


Dear Candidates,

I am pleased you are considering serving the Columbia community by seeking the opportunity to become a representative to the Columbia Council and a member of Columbia Association's (CA) Board of Directors.

I would like to invite you to attend one of two information sessions for potential candidates. The sessions are scheduled for **Tuesday, February 21 at 7:00 p.m.** and **Saturday, February 25 at 10:00 a.m.** Both will be held in the Board Room at Columbia Association Headquarters located at 6310 Hillside Court, Suite 100, Columbia, MD 21046. This is an opportunity for potential candidates to meet the chairman of CA's Board of Directors; CA's President/CEO, Vice President and CFO, and General Counsel; and a representative from the village community associations to learn more about Columbia Association, the role of its Board members, and how service on the CA Board impacts the community. Our goal in the sessions is to have a conversation with you, including addressing your questions, about this opportunity so that you can make an informed decision about running for election to the CA Board of Directors.

Thank you for your interest in Columbia Association. Your time and consideration are appreciated and I hope to meet you later this month.

Sincerely,


Milton W. Matthews
President/CEO



Columbia Council/Columbia Association (CA) Board of Directors

**Fiscal Year 2018 General Overview by Month
and General Information**

For

**Candidates Interested in Serving on the
Columbia Council/Columbia Association (CA) Board of Directors**

February 2017

FY 18 General Overview by Month
Columbia Council/CA Board of Directors

1st Quarter = May 2017 to July 2017
 2nd Quarter = August 2017 to October 2017
 3rd Quarter = November 2017 to January 2018
 4th Quarter = February 2018 to April 2018

Mth	Date	Time	Event
1st QUARTER			
May	Monday, May 8, 2017	7:30 p.m. – 10:00 p.m.	New CA Board of Directors Orientation (Department Directors’ presentations).
May	Thursday, May 11, 2017	7:30 p.m. – 8:30 p.m.	<ul style="list-style-type: none"> ➤ <u>Annual Members Meeting</u> Annual meeting of the members of CA to elect the CA Board of Directors. Set time and date of Organizational Meeting of the CA Board (usually immediately following the Annual Members Meeting). ➤ <u>Organizational Meeting of the CA Board</u> Elect the Chair and Vice Chair of the Board. Discuss rotation schedule for BOD membership on the Board Operations Committee and assignments to the Audit and Risk Management Committees. Elect CA Representatives to the Inner Arbor Trust Board of Directors. ➤ <u>Annual Meeting of the Columbia Council</u> Organizational Meeting of the Columbia Council to elect the Chair and Vice Chair.
		8:30 p.m. – 9:30 p.m.	Reception for Members of the Board of Directors and Members of the Senior Leadership Team.
May	Friday, May 19, 2017	6:30 p.m.	<i>Dinner for Board of Directors and Senior Leadership Team members.</i>
May	Thursday, May 25, 2017	7:30 p.m.	CA Board of Directors Meeting. Agenda includes approval of the schedule for regular Board meetings for the fiscal year.
Jun	Thursday, June 15, 2017	7:30 p.m. – 10:00 p.m.	CA Board of Directors Financial, Marketing, and Legal Briefing.
Jul	July 2017		Note: CA Board approves the Budget Schedule in July each year.
2nd QUARTER			
Aug			
Sep			
Oct			

3 rd QUARTER			
Nov	November 2017		Board meets with the President/CEO to discuss mid-year progress toward FY goals and objectives.
Nov	<i>November 20, 2017</i>	6:00 p.m.	<i>BOD traditionally hosts a Stakeholders Dinner with the Howard County State Delegation, Howard County Executive, and Howard County Council on Monday of Thanksgiving week.</i>
Dec			
Jan			
4 th QUARTER			
Feb	February 2018	7:30 p.m.	CA Board votes to approve the FY 19 and Conditional FY 20 Budgets and FY 19 annual charge rate and cap.
Mar	March 2018		CA Board prepares the President/CEO's Evaluation for FY 18.
Apr	April 2018		CA Board meets with the President/CEO to give the evaluation of progress against FY 18 goals and objectives.
Apr	Thursday, April 26, 2018	7:30 p.m.	Final CA Board of Directors meeting of the fiscal year.

NOTE 1: This calendar does not reflect the regularly scheduled Board work sessions and meetings throughout the year, which are generally held the 2nd Thursday (work session) and 4th Thursday (meeting) of the month. The Board, however, will not meet in August, and holds both the work session and meeting on the second Thursday of both November and December.

Additional “special” Board meetings may be called as needed at any time by the Chair or Vice-Chair of the Board, CA’s President/CEO (who is a non-voting member of the Board), or a majority of the Board of Directors.

NOTE 2: The Board of Directors usually holds 3-4 stakeholders dinners per fiscal year on dates to be determined. The dinner with the Howard County State Delegation, the Howard County Executive, and the Howard County Council is traditionally held in November on Monday of Thanksgiving week.

NOTE 3: *Italicized text indicates tentative meetings/events based upon prior year meetings/events. Tentative meetings are subject to change and/or cancellation.*

Additional Information

The Columbia Council meets only once a year in early May for the purpose of appointing the Columbia Council members to the Columbia Association Board of Directors.

There are three Board committees that meet regularly.

1. The Board Operations Committee (BOC) is composed of the Board Chair, Board Vice Chair, and the CA President/CEO. The remaining eight members of the Board of Directors serve on the BOC on a rotation schedule established at the organizational meeting in May. The BOC is primarily responsible for setting agendas for Board work sessions and meetings, setting annual goals and reviewing the performance of the CA President/CEO, and other administrative duties. The BOC generally meets the first Monday of the month, unless otherwise noted.
2. The Audit Committee is composed of three members of the CA Board of Directors and two resident experts. The CA President/CEO and the Director, Internal Audit also attend the meetings, but are not members of the committee. The Audit Committee meets four times during the fiscal year.
3. The Risk Management Committee is composed of the CA VP & Chief Financial Officer, the CA President/CEO, three members of the CA Board of Directors, and one resident expert. The Risk Management Committee usually meets four times during the fiscal year.

Compensation

CA Board members do not receive a salary or stipend for their service. They do get an Individual Fit&Play membership, a \$500 CA account to spend on Board-related services and programs, and any electronic equipment they need to do their job.

Time Commitment

Serving the Columbia community as a member of the CA Board of Directors requires a time commitment; yet, the time commitment is manageable and your fellow Board members and senior staff are always available to provide assistance, guidance, and insights. In addition to the monthly Board work sessions and meetings, Board members are expected to attend their community village association's regular meetings to act as a liaison between the CA Board and the village Board. CA Board members can expect to spend time on the phone talking with, and corresponding with, residents in their village and around Columbia. There is also meeting preparation time, e-mail correspondence, and perusal of CA's documents. Acknowledging that each individual has different time commitments and different styles for managing their time, please adapt your style accordingly. A factor in the flow and duration of a Board work session or meeting is advance preparation by Board members and staff.

Responsibilities of the Columbia Association Board of Directors

- Be informed regarding the mission, services, policies, and programs of the Columbia Association (“CA”).
- Formulate CA policies.
- Carry out fiduciary responsibilities of the CA Board, including oversight and approval of the CA budget and review of CA financial statements.
- Prepare for, and regularly attend, Board work sessions and meetings as scheduled.
- Review agenda and supporting materials before CA Board work sessions and meetings, and otherwise prepare for them.
- Take responsibility for and follow through on assignments arising from meetings.
- Attend special events and functions of the CA Board and villages, as well as community-wide CA events.
- Present reports of CA Board actions at respective village Board meetings.
- Work with CA’s President/CEO to establish performance objectives.
- Evaluate performance of CA’s President/CO, while providing the necessary support for the President/CEO to further CA’s goals.
- Follow the CA Board ethics, conflict of interest, and confidentiality policies.
- Communicate with residents; articulate CA’s goals, accomplishments, programs and policies; and obtain input from residents.
- Participate in the decisions of the CA Board and exercise independent judgment in doing so.