



Columbia Association (CA) Board of Directors

**Fiscal Year 2022 General Overview by Month
and General Information**

For

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

February 2021

FY 2022 General Overview by Month
CA Board of Directors

1st Quarter = May 2021 through July 2021
 2nd Quarter = August 2021 through October 2021
 3rd Quarter = November 2021 through January 2022
 4th Quarter = February 2022 through April 2022

Mth	Date	Time	Event
1st QUARTER			
May	Thursday, May 13, 2021	7:00 p.m. – 9:00 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; assignments to the Audit and Risk Management Committees; and Board member liaisons to the Advisory 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.
May	Friday, May 14, 2021	6:00 p.m.	<i>Traditional Date - Dinner for Board of Directors and Senior Leadership Team members.</i>
May	Thursday, May 27, 2021	7:00 p.m.	CA Board of Directors Meeting.
Jul	July 2021		CA Board approves the Budget Schedule, and the annual charge rate and cap for the proposed and, if applicable, conditional FY budgets in July.
2nd QUARTER			
Aug			
Sep			
Oct			

3 rd QUARTER			
Nov	November 2021	7:00 p.m.	Board meets with the President/CEO to discuss mid-year progress toward FY 21 strategic initiatives.
Nov	<i>November 2021</i>	<i>6:00 p.m.</i>	<i>Traditionally, BOD hosts a Stakeholders Dinner with the Howard County State Delegation, Howard County Executive, and Howard County Council.</i>
Dec	<i>December 2021</i>	<i>6:00 p.m.</i>	<i>Traditionally, BOD hosts a Stakeholders Dinner with the chairpersons of the village community associations and the village managers.</i>
Jan			
4 th QUARTER			
Feb	February 2022		CA Board votes to approve the conditional FY 23 budget.
Mar	March 2022		CA Board prepares the President/CEO's Evaluation for FY 22.
Apr	April 2022		CA Board Chair meets with the President/CEO to give the evaluation of progress against FY 22 strategic initiatives.
Apr	Thursday, April 28, 2022	7:00 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 three to four 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. The dinner with the chairpersons of the village community associations and the village managers is traditionally held in December. The guests at the other dinner(s) are community stakeholders.

NOTE 3: *Italicized text indicates tentative meetings/events/meeting times based upon prior year meetings/events/meeting times. 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 electing the Chair and Vice-Chair of the Columbia Council.

There are three Board committees that each 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. The BOC generally meets once per quarter of the fiscal year, which runs from May 1 through April 30.
2. The Audit Committee is composed of three members of the CA Board of Directors and two individuals within the community with strong financial expertise. The CA President/CEO and the Director, Internal Audit also attend the meetings, but are not members of the committee. The Audit Committee meets five times during the fiscal year.
3. The Risk Management Committee is composed of the CA VP & Chief Financial Officer, the CA President/CEO, three to four members of the CA Board of Directors, and one individual within the community with strong risk management expertise. The CA General Counsel also attends the meetings and serves as Secretary to the Committee. 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 receive an individual Fit&Play membership, \$500 for Board-related services and programs, and appropriate electronic equipment in their capacity as Board members.

Time Commitment

As a member of the CA Board of Directors, 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 session and meeting, 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. As would be expected, there is meeting preparation time, e-mail correspondence, and any community activities in which the Board member may wish to participate. 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 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.
- 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/CEO, while providing the necessary support for the President/CEO to further CA’s mission and vision.
- Comply with 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.