

Board of Directors Procedural Manual

The Terlingua Ranch Board of Directors is elected by the members in good standing of Terlingua Ranch for a term of three years. This document is meant to define the basic duties and responsibilities of a Director as well as those of officers of the Board and committees.

Duties of a Director of Terlingua Ranch

A Director shall:

1. Be a strong advocate for the Property Owners Association of Terlingua Ranch, Inc. (POATRI); enhance the public image.
2. Regularly attend board meetings and important related meetings, including the Board Orientation that occurs shortly after election and at intervals thereafter. It is required that all candidates for Director attend the January members meeting and be available for the orientation meeting that will follow on the same weekend.
3. Make a serious commitment to participate actively in committee work.
4. Volunteer for and willingly accept assignments and complete them thoroughly and on time.
5. Stay informed about committee matters, prepare well for meetings, and review and comment on minutes and reports.
6. Get to know other committee members and build a collegial working relationship that contributes to consensus.
7. Be an active participant in all annual evaluations and planning efforts.
8. Speak for the organization only when authorized and refrain from engaging in restricted acts as defined in the bylaws.
9. Keep disagreement impersonal, practicing discretion and accepting decisions made on a majority basis so that board unity and confidence are promoted.
10. Optimize relationship between Directors and Management, always striving to ameliorate tensions in a way that supports management.
11. Govern by broad policies and objectives.
12. Respect the division of policy making and operations by referring property owner questions and comments regarding management to the Manager.

Duties of Officers

President

1. Provides leadership to the Board of Directors. The president is elected for a one-year term and may serve no more than three one-year terms.
2. Chairs meetings of the Board. Also chairs workshops or delegates that responsibility to another board member.
3. Is responsible for developing the agenda with the Manager, including discussions of any current issues.
4. Appoints the chairs of all committees and task forces. Also serves as non-voting, ex officio, member of all committees and attends their meetings when invited.
5. Discusses issues confronting Terlingua Ranch with the Manager and encourages the Board's role in strategic planning.
6. Signatory on bank account/s and any other legal documents as required.
7. Responsible for agendas being compiled and posted on the website and at the Ranch office.
8. Votes on all motions.
9. Is responsible for an annual Performance Review of the Manager on the basis of a job description, including relations with the board, leadership in the organization, program planning and implementation and management of the organization and its personnel.
10. Performs other tasks as assigned by the Board and as required by State Law, the Bylaws and the Policies & Procedures of the POATRI Board.
11. Chair Director Application Committee.
12. Appoints Hunt Task Force Chair at the July quarterly meeting each year.

Vice President

1. Performs President's responsibilities in the absence of the President
2. Maintains the official documents in the Director's notebook, in co-operation with management. This includes, but is not limited to: minutes, resolutions, financial reports, assorted policies, and committee reports.
3. Creates Director's notebooks for new Directors consisting of organizational documents, Maintenance Agreement, bylaws, minutes, resolutions, financial reports, assorted POATRI policies, and committee reports.
4. Maintains the Index of Resolutions.
5. Is a signatory on bank account/s.
6. Works closely with the President to develop and implement officer transition plans.
7. Performs other tasks as assigned by the Board of Directors and as required by State Law, the Bylaws and the Policies & Procedures of the POATRI Board.

Secretary

1. Writes the minutes of the official quarterly board meetings. The minutes are a legal recording of the corporation's actions and as such, may be subpoenaed in court.
2. Writes the reports from workshops and other board activities
3. Creates the Secretary's report of the Board of Directors meeting for the website and newsletter within one week of the meeting.
4. Disseminates minutes to the Directors within two weeks, preferably by email, for corrections. The corrections must be returned to the Secretary within one week, at which time Directors shall approve them by consent agenda. A consent agenda may be used for non-controversial and routine business and does not require a formal motion and vote.
5. Within four weeks of the Board of Directors meetings, files official minutes, including Original Resolutions, with the Manager for filing at Ranch office.
6. Responsible for posting Interim Resolutions to the website immediately and includes in the posting the time, place and Directors involved.
7. Is a signatory on bank account/s.
8. Keeps a register, or roll, of the members, and calls the roll when required.

9. Performs other tasks as assigned by the Board and as required by State Law, the Bylaws and the Policies & Procedures of the POATRI Board.
10. Is responsible for the safe keeping of the taped transcript of quarterly board meetings

Treasurer

1. Chairs the Budget and Finance Committee
2. Receives and reviews financial reports from Manager quarterly
3. Writes and presents financial reports at Board of Directors meetings
4. Responsible for any financial reports issued to the public whether on the website, newsletter or other media
5. Serves as liaison between the audit committee and the board
6. Is a signatory on bank account/s.
7. Performs other tasks as assigned by the Board and as required by State Law, the Bylaws and the Policies & Procedures of the POATRI Board.

STANDING COMMITTEES

Director Application Committee

1. Consists of the chairs of all existing committees, the President and the Manager
2. Beginning no later than April of any given year, is responsible for developing a pool of candidates for the annual Director elections
3. Makes contacts to develop interest in being a Director.
4. Posts a notice in the Ranch newsletter and web site in July that the search for candidates is open.
5. Develops questions for nominees to answer on the application
6. Develops and sends out a candidate packet, processes applications that are returned directly to the committee, and finalizes the prospective list of candidates
7. Serves as the committee for Board Orientation by working with the Manager to develop the Board packet, touring the facility with the Manager and assigning whatever other training is deemed necessary for new board members, including possibly a mentor.

Audit Committee

Procedures listed in the Policies and Procedures manual of POATRI as approved by Board Resolution.

Budget & Finance Committee

1. Members of the Budget & Finance committee meet with the Manager to review:
 - a) prior year operations and items that affected those operations that were not part of normal, routine and expected revenues/expenses;
 - b) expectations for the upcoming year's operations and items that are expected to occur, whether they be part of the normal operations or exceptions; and
 - c) improvements or major repair items that need to be dealt with during the upcoming fiscal year.
2. Based upon the results of these reviews and conversations, committee members project funds that will be needed for operations during the upcoming year. This projection

should be broken down by expense category so that the Board may adjust any component based upon additional knowledge and input. The Committee may project funds that will be available based upon expected revenues from resort operations, and the amount of Association assessments that may be expected to be collected on membership fees, leaving either an expected over or under funding for the upcoming year, or rely on the Board to set fees to cover the get and Finance.

3. Chair of Budget and Finance is the currently serving treasurer.
4. Committee includes the operations manager, plus members who have financial/budgeting background.
5. Committee is responsible for quarterly reports to the Board and membership

Communications Committee -- Communications committee consists of Newsletter and Website

Website

1. Poatri Website is managed by the President and his/her designee. The Terlingua Ranch Website is managed by the Manager.
2. Access is given to the chair of the Communications Committee or designee of President. Access to the TR website is given to the Manager, and appropriate staff as designated by the POATRI President or Manager.
3. Unless otherwise directed, content of POATRI website will contain POATRI governing documents, current financial information, current minutes and board reports, pertinent announcements and communications from the Board and Management, including an online copy of the current newsletter, at the discretion of the above access holders.
4. Primary mission of the website is to disseminate current information to property owners pertinent to activities of the Board of Directors and management issues of Terlingua Ranch.

Newsletter

1. To be published in February, May, August and November of each year. (as budget allows)

2. Primary mission is to disseminate information to property owners, including articles regarding Board and management activities as well as those of general interest as space allows.
3. Each issue will give the manner in which complete reports may be obtained from the office, contact information, a Manager's Report, a President's Report, a Secretary's report (to be a synopsis of the quarterly meeting and workshops), and a Financial Officer's report.

Deadlines:

1. Manager's Report, President's Report, Secretary's report of meeting, other reports and announcements due one week after board meeting, in electronic format, emailed to General Manager. All reports should be no longer than 500 words (2 double-spaced pages) unless specially authorized by Committee Chair.
2. General interest articles due two weeks before board meeting.

Archiving

1. General Manager and Newsletter chair will house the templates and a printed copy of each newsletter.
2. The chair will be responsible for forwarding all templates and the last newsletter to new committee members/chairs in an electronic form.