

Sandia Heights Homeowners Association

Community Service and Membership Committee Charter

Board-Approved Charter

1. Committee Status and Authority

The Community Service and Membership Committee (CS&M) is a standing committee of the Sandia Heights Homeowners Association (“Association”) established and authorized by the Board of Directors (“Board”).

The Committee operates under authority delegated by the Board and may make recommendations to the Board regarding community engagement activities, membership initiatives, and Association events.

2. Charter Adoption and Review

This Charter was approved by the Board on August 12, 2026.

The Charter may be reviewed periodically and revised by the Board as necessary to ensure continued alignment with the Association’s community engagement and membership goals.

3. Purpose

The purpose of the CS&M is to foster a sense of community, enhance the quality of life for residents, and advocate for Association membership.

4. Membership and Composition

The CS&M shall consist of:

- At least two (2) Board Directors
- Additional volunteers, as needed

Committee members are appointed by the Board. Recommendations may be made by the Committee Chair or committee members. The Board shall designate the Committee Chair.

5. Ongoing Roles and Responsibilities

The CS&M performs the following ongoing responsibilities:

A. Community Engagement

Encourage engagement of Sandia Heights residents through activities, events, programs, and projects that bring residents together and create a sense of community.

B. Membership Services

Develop and recommend initiatives to welcome new residents, recruit new Association members, and promote and retain Association membership.

C. Community Awareness and Feedback

- Promote community awareness by communicating with members through *The GRIT*, the Association website, email blasts, and other outreach efforts, as appropriate.
- Coordinate with the Communications and Publications Committee to publish and distribute information related to community activities.
- Gather and share resident feedback, suggestions, and community interests.

D. Membership Records and Reporting

Review Association membership rolls and provide membership statistics to the Board.

E. Association Events and Meetings

Take the lead in planning and coordinating the logistics of the Association Annual Meeting and other meetings and community events.

F. Additional Duties

Perform other community engagement or membership-related duties as requested by the Board.

6. Scope Limitations

The CS&M does not independently establish Association policy or make commitments on behalf of the Association unless specifically authorized by the Board. Any significant change in budget or scope of initiatives, programs, or events requires Board approval.

7. Reporting and Accountability

The CS&M reports regularly to the Board regarding its activities, community engagement initiatives, and membership-related programs.

8. Board Oversight and Charter Amendments

The Board retains oversight of the CS&M and may amend or revise this Charter as necessary.