

GHI COMMITTEES AND TASK FORCES AS OF 7/15/2022

A. BOARD-APPOINTED COMMITTEES

Architectural Review Committee

Charter approved by the Board of Directors on April 24, 2018.

Purpose: To advise the Board of Directors about the design, maintenance, and appearance of homes, additions, and improvements, in accordance with GHI's mission statement.

The Architectural Review Committee shall make recommendations to the Board of Directors about those aspects of the enhancement and maintenance of homes, other structures, yards, and built elements in common areas (*e.g., paving, lighting, railings, playgrounds & equipment.*) The recommendations will be guided by the following committee tasks:

- a. reviewing requests for exceptions to GHI rules regarding those matters.
- b. examining those rules periodically and proposing any necessary changes that would better serve the interests of the Cooperative and its members.
- c. initiating recommendations in accordance with the Committee's charge.
- d. and performing any other tasks assigned by the Board.

Bicycle Committee

Charter approved by the Board of Directors on February 15, 2018.

The Bicycle Committee was formed to review existing bicycling infrastructure in GHI and recommend improvements.

Charge:

- a. Identify members' interest in bicycle use in GHI.
- b. Identify barriers to bicycle use in GHI and recommend actions to reduce/eliminate these.
- c. Review existing bicycle use and infrastructure in GHI and recommend improvements.
- d. Design and implement programs to increase bicycling awareness and education in GHI.
- e. Work to strengthen and build coalitions to improve bicycle awareness and use with city government, other community organizations, and bicycle advocacy groups.

Major Activities:

The Committee will submit written reports, annually at a minimum, to the Board of Directors reflecting activities and accomplishments of the past year and plans for the coming year.

Buildings Committee

Charter: Approved by the Board of Directors on May 8, 2008

Purpose: In accordance with GHI's mission statement, the Buildings' Committee shall advise the Board on matters relating to maintenance, repair, and improvement programs for existing GHI buildings, and acquisition of new buildings. The recommendations will be guided by the following committee tasks:

- a. Review capital improvement and replacement reserve plans.
- b. Review plans for implementation of major repair, rehabilitation, and improvement projects.
- c. Recommend priority maintenance, repair, and improvement programs that should be funded.
- d. Analyze proposals for acquisition of new buildings to generate income for GHI.
- e. Review and recommend maintenance policies with regard to the breakdown of responsibilities between GHI and its members.

Storm Water Management Subcommittee of the Buildings Committee

Charter established by the Buildings Committee in May 2016.

Charge is to review current GHI rules and procedures relating to storm and ground water on our cooperatively-owned lands, and recommend policy changes/improvements to:

- a. Minimize/eliminate water incursion from the exterior into building crawlspaces
- b. Foster best practices for ground water retention and reduction of runoff and soil erosion
- c. Assure that GHI groundwater policies and practices comply with local, state, and federal laws and regulations
- d. Monitor and follow opportunities for public funding of groundwater improvement projects that could benefit GHI and our members

'Methods of Procedure', based on discussion during the April 27, 2016, Buildings Committee meeting, include:

- a. Identify and clarify the nature of storm/ground water problem(s) on GHI lands, both in member yards and in common areas
- b. Map problem areas
- c. Educate members
- d. Develop strategies for implementing improvements/remediations

Sustainability Subcommittee of the Buildings Committee

Charter approved by the Board on January 2, 2020.

- a. GHI Board of Directors, will work to improve the health of GHI's local, regional, and global environments by considering, studying, and recommending implementation of programs, member practices, and GHI policies.
- b. The Subcommittee may receive referrals on specific topics from the Board of Directors via the Buildings Committee, from time to time, on which the Board desires the Subcommittee to focus, and develop recommendations. In addition, the Subcommittee may also develop topics or areas for study and focus, including programs for the education of GHI members, with prior approval of the Buildings Committee and the

Board of Directors.

- c. The Subcommittee shall report to the Buildings Committee, which shall review its work and make recommendations as appropriate to the Board of Directors. As a minimum, the Subcommittee shall make quarterly reports, in writing, summarizing its work and activities.
- d. The Subcommittee shall hold regular meetings, typically monthly and as approved by the Buildings Committee; meetings shall be scheduled and advertised in advance, held at the GHI Administration Building unless an alternate location is approved by the Board of Directors, and shall be open to GHI members and visitors. At least one member of the Buildings Committee shall participate as a Subcommittee member. Notes or minutes of each meeting shall be kept and submitted to the Buildings Committee monthly and included as part of the quarterly reports.
- e. The focus of subcommittee work should always hold direct benefit to GHI and our members as a first priority. It is not the purpose of this subcommittee to directly act or advocate for political or social change on a scale larger than our immediate community of Greenbelt.

Communications and Marketing Committee

Charter approved by the Board of Directors on September 5, 2019

The goals of the committee are to enhance communication with and among members of the Cooperative and the staff of Greenbelt Homes, Inc. (GHI), as well as to communicate with external audiences to support, maintain, and promote our Cooperative through informing, educating, and reporting. The committee's charge is to use the most current technologies and creativity to solidify and promote GHI's brand as representative of a premier and successful cooperative. The committee will use a variety of channels, including print, electronic and social media, video, and promotional events (when appropriate). We will provide strategic direction across these platforms to assist the Board and staff of GHI in their efforts to improve communications and marketing focused on consistent brand and identity that will foster effective and quality internal and external communications that reflect a leading cooperative in accordance with the vision of the Board.

Our work reflects the spirit of our Cooperative and includes collaboration with and among other GHI committees. Our ongoing charge is also to recruit new talent that helps ensure our work is sustainable over time, remains relevant to the membership, and uses all technologies and methods that speak to the needs of the membership and GHI's broader community to sustain a viable, active, and progressive cooperative.

We welcome and encourage members to join us as Friends of the Committee. These Friends are members who cannot regularly attend meetings and/or who wish to contribute their time or expertise to the committee or a specific committee project of limited duration either in person or via email. Friends of the Committee may elect to receive committee communications.

Companion Animal Committee

Charter approved by the Board of Directors on February 18, 2016

Purpose: To advocate for the proper care and well-being of companion animals in GHI. The Committee will work with Member Services staff to resolve companion animal issues and provide resource information to members (with and without companion animals) regarding animal-related issues.

Responsibilities include:

- a. Serve as a resource to the Board of Directors, staff, and members on companion-animal issues, such as, responsible guardianship, animal-related incidents and Board requests, state/county/local ordinances concerning animals, and disaster preparedness.
- b. Continuously educate the membership regarding animal-related issues by participating in activities in GHI and the City, such as staffing tables at the GHI annual meeting, Labor Day information table and contributing articles and other materials to the GHI website and in the GHI Newsletter "*The Communicator*."
- c. Make recommendations to the Board as requested by the Board.
- d. Continue to recruit members to serve on the CAC.

Finance Committee

The charge to the committee is:

To be concerned with the financial records and affairs of the Corporation; in conjunction with the Audit Committee recommend to the board auditors with scope of services; to review and make appropriate recommendations to the Board on the annual budget; to consider the economic impact of policy recommendations on the individual members and on the Corporation as a whole.

Investment Committee

Charter approved by the Board of Directors on July 9, 2020

The Investment Committee, created by the GHI Board of Directors (BOD), is empowered to recommend investments of the funds of the corporation. The committee shall be comprised of a minimum of five persons, all GHI members, the majority of whom shall also be members of the BOD.

The Investment Committee shall:

- a. Recommend to the BOD investments of the cooperative's funds in accordance with the Bylaws adopted by the membership of the cooperative and in accordance with the Investment Policy adopted by the BOD.
- b. Recommend to the BOD firms to invest these funds and to serve as financial adviser.
- c. Consult with independent professional financial advisers as appropriate.

- d. Exercise sound judgment in matters concerning GHI's investments.
- e. Monitor investments to ensure that funds are available when needed for operations, replacements, or other projects.
- f. Monitor investments to assure compliance with state and federal investment regulations.
- g. Evaluate the status of investments, at least quarterly, to assure compliance with the goals of GHI's Investment Policy.
- h. Make a written report to the BOD, at least semi-annually.
- i. Prepare a report for inclusion in GHI's annual report to the membership.
- j. Recommend modifications of the Investment Policy as appropriate.
- k. Recommend modifications to the Investment Committee Charter as appropriate.
- l. Carry out other duties as assigned by the BOD

Legislative and Government Affairs Committee

Charter approved by the Board of Directors in 2016.

I. Purpose

The Legislative and Government Affairs Committee (LGAC) is established to monitor, be informed, and advise the Board of Directors about legislative, judicial, and governmental matters that may affect GHI and its members.

II. Composition/Meetings

The Committee shall be composed of three or more GHI members who are appointed by the Board President; one or more shall also be a member of the Board of Directors, and one committee member shall be designated as Chair by the Board President. The Committee shall meet at least quarterly and at such other times and through such methods as determined by the Chair, in order to prosecute the Committee's work in a timely manner. A majority of the members of the Committee at any meeting shall constitute a quorum for the transaction of business.

III. Responsibilities

The Committee may receive specific requests or directives from the Board of Directors from time to time, and shall have the following duties and responsibilities:

- a. To become aware, inform itself, and follow significant legislative and regulatory issues that have, or could have an effect on GHI and its members; and to report to the Board on such issues.
- b. To provide information and advice to the Board of Directors with respect to GHI's initiatives with or involving the governing bodies of the City of Greenbelt, Prince George's County, the State of Maryland, or United States of America.
- c. To assist the Board of Directors, if and when so requested, in representing the interests of GHI and its members before agencies or proceedings of local, state, and federal governments.
- d. To inform and educate members on legislative issues through appropriate avenues of communication.
- e. When specifically approved by the Board of Directors, to seek member support, and to

educate members regarding ways to conduct lobbying efforts or opportunities to advance the interests of GHI and its members.

- f. To advise the Board of Directors on building coalitions and partnerships with other organizations for more effective advocacy of GHI's interests.
- g. To, not less than annually, submit to the Board of Directors a written Legislative Priority Report to summarize the committee's work, describe current legislative or government issues, and note positions advantageous to GHI on issues that may affect the Cooperative and its members.

IV. Evaluation of the Committee

The Committee shall evaluate its performance annually. The Committee will address all matters that it considers relevant to its performance, including the adequacy, quality, and appropriateness of the information and recommendations presented by the Committee to the Board. The Committee will report to the Board the results of its evaluation, including any recommended amendments to this charter and any recommended changes to the Corporation's or the Board's policies and procedures.

Long-range Planning Committee

Charter approved by the Board of Directors on November 1, 2018

Charge: The Long-Range Planning Committee is empowered by the Board of Directors to study, discuss, and make recommendations on any issues affecting GHI's ability to continue providing affordable, high-quality housing for its members, along with offering any new facilities, services, or benefits the membership may approve.

The LRPC may make recommendations on issues such as the following:

- a. Structures and infrastructure
- b. Finances, cost containment, and revenue generation
- c. Membership participation, marketing, and outreach
- d. External partnerships
- e. Legislative and policy considerations
- f. Leadership/Staff development and succession
- g. Technological advances.

The LRPC shall involve and consult the general membership as approved by the Board of Directors; propose the establishment of task forces to the Board of Directors as needed; and report its conclusions to the Board periodically.

Member Outreach Committee

Charter approved by the Board of Directors on October 4, 2012.

The purpose of the Member Outreach Committee is to foster a cooperative spirit, encourage member participation in GHI, and provide avenues for member input on issues. It does this through promoting member education in GHI and cooperative principles, organizing outreach to members, providing opportunities for member participation, recruiting, and recognizing volunteers, welcoming new members and planning and conducting special functions.

Responsibilities include:

- a. Developing a plan for volunteer recruitment, training and recognition for committee members, court liaisons and special activity workers, including criteria for measuring success (in collaboration with Communications Committee).
- b. Regularly surveying members to discover what types of community experiences they would like to have (social, cultural, educational) and what skills or expertise they might like to offer.
- c. Maintaining a Court Liaison Roster for the use of management and other committees.
- d. Promoting and facilitating a plan for member education in GHI cooperative principles and rules.
- e. Scheduling information/education and social events such as new member socials and member's picnic.
- f. Planning promotional events, such as House and Garden Tour and GHI involvement in the Greenbelt Labor Day Festival.

Task Forces will be formed as needed to facilitate the accomplishment of the responsibilities listed such as a Volunteer Recruitment Task Force, a Special Events Task Force, a Member Outreach Task Force, and a Cooperative Education Task Force. At least one representative of each Task Force will be a member of the Member Outreach Committee.

Woodlands Committee

Charter approved by the Board of Directors on April 24, 2014

Purpose:

- a. to make recommendations concerning the management, maintenance and preservation of the GHI Woodlands and other common green space (i.e., non-personal use space).
- b. to advise the board of the benefits and drawbacks of various forest and landscape management practices.
- c. to at least annually review compliance with any forest management plan in effect and recommend changes as needed.
- d. to periodically review GHI's policies regarding the woodlands and the common green space and recommend changes as needed.
- e. to physically inspect the woodlands and common green space areas at least annually and report any problems to the Board.
- f. to communicate with stakeholders interested in the activities of the Woodlands committee; and
- g. to organize and promote projects where members can assist in the care of the woodlands and the common green space.

B. BOARD-APPOINTED TASK FORCES

Maglev Task Force

The Board passed the following motion on September 20, 2020, to establish the task force:

Motion: I move that the Board of Directors establish a taskforce to recommend actions that GHI should take to advocate in favor of the “No Build” option for the proposed SCMAGLEV project.

Member Handbook and Board Policies Standardization Task Force

Charter approved by the Board on May 5, 2022

A Task Force comprised of three members of the GHI Board of Directors (BOD) selected by the GHI Board President and a GHI staff liaison is hereby constituted to provide guidance and direction to the successful Consultant during performance of the work. As initially constituted, the Task Force consists of Eldon Ralph (Staff Liaison) and Board members Heather Mortimer (Chair), Erin Bilyeu (Note Taker/Board Liaison), and Debbie McKinley. The Task Force shall report directly to the BOD.

The work consists of standardizing the format of the Member Handbook and the Board Policies; identifying inconsistencies and contradictions within and between these documents; clarifying confusing language in both documents; developing a style guide and information hierarchy; and ensuring these documents are up-to-date, concise, and user friendly, and making suggestions for maintaining the Member Handbook and Board Policies. The work also includes creating a manual of the Board Policies.

The Task Force shall meet at least once a month to select a successful consultant, hold a kick-off meeting with the successful consultant, review the GHI Member Handbook and Board Policies with the successful consultant, and hold additional meetings as necessary to oversee the work. Meetings may be in person, conference call, or video conference format.

The Task Force shall review the drafts of reformatted sections of the Member Handbook and Board Policies and suggest revisions that should be made and provide comments. The Task Force shall also serve as a gateway between the successful consultant and any GHI staff, committees, subcommittees, or task forces whose input is necessary for the successful completion of the work.

Outdoor Structures and Liability Task Force

The Board passed the following motion on April 1, 2021, to establish the task force:

Motion: I move that the Board of Directors appoint a task force to recommend revised rules to mitigate GHI’s liability associated with certain types of outdoor structures that members may wish to install.

Records Retention Task Force

The Board passed the following motion on May 2, 2019, to establish the task force:

Motion: I move that the Board of Directors establish a Record Retention Task Force to undertake the following tasks by December 31, 2019:

- a. With staff's participation, identify and prepare a list of historical records that should be preserved.
- b. Review the draft retention policy that staff prepared and recommend specific changes that should be made.
- c. Recommend where and how historical records should be retained.