

COMMITTEE INTEREST FORM

Riverbend at Lansdowne Woods Condominium
Board of Directors

Name: _____ Unit #: _____

Email: _____ Telephone # _____

Instructions for Form:

- 1) Complete this form and return it to the Management Office at least five days before the December Board of Directors meeting. Incumbent members must also submit a new form. By signing the form, you certify that you have read the committee's Terms of Reference (TOR). It is also recommended you attend some of the committee's monthly meetings.
- 2) List the committee(s) you are interested in and number them in order of preference.
- 3) Membership is for one year- January 1st through December 31st.
- 4) The Riverbend Board of Directors has approval authority for committee membership. They will review the Committee Interest Forms and usually approve memberships during their December Board meeting.
- 5) Committee members will usually vote in their January meeting to recommend at least the committee's Chair, Vice Chair and Recorder and the Board will review these recommended Officers and usually approve them in their February meeting.
- 6) Maximum number of members per committee may be stipulated in the TOR. Mid-year forms will be reviewed to fill vacancies or expand the membership as needed.

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