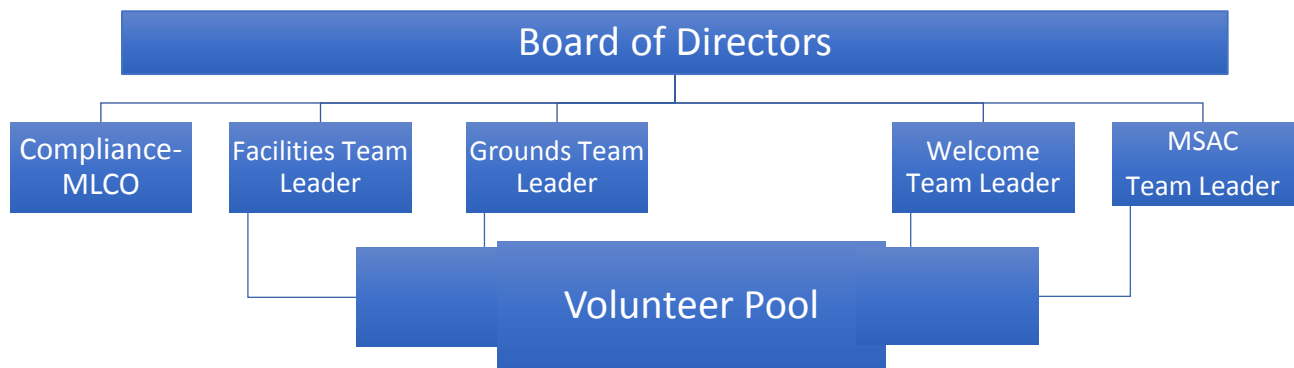


# MSPOA COMMITTEE GUIDELINES

According to the MSPOA By-laws, committees can be formed as required. The active committees are currently Grounds, Facilities, Welcome and Mayan Seaside Architecture Committee (MSAC). There is also a need for a compliance function, which requires a money laundering compliance officer (MLCO).

Committees are made up of a volunteer pool. Any member in good standing may place their name in the volunteer pool. All of the committees will utilize the volunteers for assistance as required. There will be one team leader for each committee. Those team leaders will report to the MSPOA Board of Directors, the volunteers will receive direction from the team leaders based on direction from the MSPOA Board of Directors.



- The desired state is to have a large number of volunteers with various skills and abilities
- No one requesting to be placed in the volunteer pool shall be refused
- Example of tasks/duties: painting, gardening, general maintenance, carpentry etc.
- Refreshment makers and cheerleaders also appreciated!
- Volunteer members, with prior board approval, can volunteer the time of their own workers on tasks/duties if either, there is a task that there aren't sufficient volunteers for, or if the volunteers do not possess the abilities to complete that particular job
- Owners possessing the volunteer requirements can volunteer to be the team leader annually after the call for volunteers and team leaders by the board. The board will vote on the nominees, after consultation from the Volunteer Pool for their input

## Volunteer Requirements

- All members must be in good standing (fees paid up to date and have not been a habitual violator of any MSPOA policies)
- Excellent communication skills
- Positive and outgoing nature
- Willingness to work with the various team leads and volunteer members on tasks/duties as required
- Must sign the Volunteer Release and Waiver of Liability Form (Appendix A) before any work is done within the Mayan Seaside development and adjacent roads

## MSPOA COMMITTEE GUIDELINES

### Team Leader Requirements

- All those noted under volunteer requirements
- 1-year term
- Email access is essential, PC skills are preferred in order to complete required expense reports, update reports etc.
- Minimum stay is 5 months and the lead must designate a “volunteer member in charge” when planning to be away from Mayan Seaside for two weeks or longer. Board to be advised no less than two weeks in advance of departure and board to approve the designate
- Team Leaders do not work independent of the board, but rather part of a team with the board and all volunteers. Team Leaders will receive their direction and prior approval from the board for all projects and tasks. Any changes to projects and/or tasks must have prior approval by the board.
- Team Leaders will work together, supporting each other on projects and tasks wherever possible.
- Flexibility to work on other committee projects if required
- Attend board meetings/planning sessions as required to schedule work for the year as required
- Completion and submission of monthly committee report to the board (standard template) or at the request of the board (e.g. AGM)
- Attend any board meeting, or send delegate, when required by the board
- Keep any procedures up to date and abide by the requirement to pass along any historical records to the next team leader
- Ability to work within budgetary requirements set by the board and obtain pre-approval from the board for expenses
- Any pre-approved budget items over \$300 must be confirmed with the board of directors before spending to ensure it is still an allowable expense
- Ability to receive direction from and be accountable to the board of directors (i.e. team lead is unable to make decisions independently)
- Submission of monthly expense report and receipts to the treasurer on or before the last day of the month

# MSPOA COMMITTEE GUIDELINES

## Appendix A

### Volunteer Release and Waiver of Liability Form

This Release and Waiver of Liability (the “release”) executed on \_\_\_\_\_ (date) by

\_\_\_\_\_ (“Volunteer”) releases **MAYAN SEASIDE HOME OWNERS**

**ASSOCIATION**, (“Nonprofit”), a nonprofit corporation organized and existing under the laws of the Country of **BELIZE** and each of its directors, officers, employees, and agents. The Volunteer desires to provide volunteer services for Nonprofit and engage in activities related to serving as a volunteer.

Volunteer understands that the scope of Volunteer’s relationship with Nonprofit is limited to a volunteer position and that no compensation is expected in return for services provided by Volunteer; that Nonprofit will not provide any benefits traditionally associated with employment to Volunteer; and that Volunteer is responsible for his/her own insurance coverage in the event of personal injury or illness as a result of Volunteer’s services to Nonprofit.

1. Waiver and Release: I, the Volunteer, release and forever discharge and hold harmless Nonprofit and its successors and assigns from any and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from the services I provide to Nonprofit. I understand and acknowledge that this Release discharges Nonprofit from any liability or claim that I may have against Nonprofit with respect to bodily injury, personal injury, illness, death, or property damage that may result from the services I provide to Nonprofit or occurring while I am providing volunteer services.

2. Insurance: Further I understand that Nonprofit does not assume any responsibility for or obligation to provide me with financial or other assistance, including but not limited to medical, health, or disability benefits or insurance. I expressly waive any such claim for compensation or liability on the part of Nonprofit beyond what may be offered freely by Nonprofit in the event of injury or medical expenses incurred by me.

## MSPOA COMMITTEE GUIDELINES

3. Medical Treatment: I hereby Release and forever discharge Nonprofit from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during my tenure as a volunteer with Nonprofit.

4. Assumption of Risk: I understand that the services I provide to Nonprofit may include activities that may be hazardous to me including, but not limited to death or dismemberment involving inherently dangerous activities. As a volunteer, I hereby expressly assume risk of injury or harm from these activities and Release Nonprofit from all liability.

5. Photographic Release: I grant and convey to Nonprofit all right, title, and interests in any and all photographs, images, video, or audio recordings of me or my likeness or voice made by Nonprofit in connection with my providing volunteer services to Nonprofit.

6. Other: As a volunteer, I expressly agree that this Release is intended to be as broad and inclusive as permitted by the Country of **BELIZE** and that this Release shall be governed by and interpreted in accordance with the laws of the Country of **BELIZE**. I agree that in the event that any clause or provision of this Release is deemed invalid, the enforceability of the remaining provisions of this Release shall not be affected.

By signing below, I express my understanding and intent to enter into this Release and Waiver of Liability willingly and voluntarily.

\_\_\_\_\_  
Volunteer Signature (Or parent/guardian if under 18)      Date \_\_\_\_\_  
Print Name \_\_\_\_\_

\_\_\_\_\_  
Witness Signature      Date \_\_\_\_\_  
Print Name \_\_\_\_\_