

Affiliated House Corporation Development Committee Charter

Purpose

The Affiliated House Corporation (AHC) Committee is a standing committee whose purpose is to assist the Facilities Management Company (FMC) Board of Managers (BOM) in:

- Evaluating and tracking AHC health indicators with the purpose of providing education and support to improve health and maintaining a database of key metrics tied to AHC dissolution.

Objectives and Responsibilities

- Determine key health indicators for an AHC with and without residents.
- Annually review health indicators and identify AHCs that may require additional support.
- Track and understand AHC financial position, capital projects/needs and debts.
- Recommend overall best practices and focused interventions for correction and support.
- Serve as a resource to AHCs looking to strengthen the health of their AHC and/or understand the dissolution process.
- Determine key health indicators required for the FMC to consider an AHC at risk or a potential AHC dissolution candidate.
- Provide BOM with periodic updates on AHCs at risk and in-process dissolution updates.
- Perform other duties and responsibilities that may be assigned.

Committee Composition

The Committee shall consist of:

- Chair who is a current BOM member.
- One additional member of the BOM.
- Four to six volunteers. Volunteers don't need to be members of Gamma Phi Beta; however, most Committee members must be initiated members of Gamma Phi Beta.
- The Gamma Phi Beta chief executive officer will serve as an ex-officio member of this committee and serve as the staff liaison.

The Gamma Phi Beta volunteer chair and all volunteer members are appointed for a two-year term and may serve no more than three consecutive terms.

A vice chair may be selected by the Committee from among the Committee members. The vice chair may assist the chair with project management, preside over meetings in the absence of the chair and assume other duties as needed.

All volunteer appointments to the Committee shall be made in accordance with the Gamma Phi Beta's process for volunteer leader appointments. All volunteers of the Committee shall be appointed by the

FMC BOM considering the recommendations of the Committee chair and/or FMC Governance Committee.

The BOM and Committee chairs will work in partnership to address any Committee member's failure to meet expectations, with the BOM having the authority to remove a Committee member.

Operations

- The Committee will meet as often as it deems necessary to conduct its objectives and responsibilities, but in any event not less than six times per year. The Committee must have a majority of its members present to conduct a meeting.
- The appointed chair shall preside over the meetings of the Committee.
- Meetings shall occur via conference or video call. When deemed appropriate by the BOM the Committee may meet in person.
- The Committee will report to BOM on the activities of the Committee as often as it deems necessary to conduct its objectives and responsibilities, but in any event not less than four times per year.
- The Committee may form and delegate to one or more working groups all or any portion of the Committee's responsibilities, provided that no working group shall consist of fewer than two members.
- The Committee shall review and assess its performance annually. The FMC Governance Committee will determine the form and nature of the annual self-evaluation. The FMC Governance Committee will review the results of the annual self-evaluation and share them with the Chair.
- The Committee shall review and assess annually whether the charter appropriately addresses the matters that are or should be within its scope and, if appropriate, recommend changes to the charter to BOM for approval.

Date of Adoption

This charter was adopted by the BOM effective November 14, 2024.