

AMRAPALI SAPPHIRE PHASE II

APARTMENT OWNERS' ASSOCIATION

Sector-45, Noida (U.P)
(Registration No. GBN/01083/2019-2020, Under Societies Registration Act 1860) Email: asp2jws@gmail.com,
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Dated 07.09.2024

SOPs FOR MEMBERS OF THE BOM ATTACHED TO THE COMMITTEES.

1. **Objective:** To ensure that the committees being anchored are able to work efficiently and deliver results without any holding-ups. They must be in line with the larger objective of the overall welfare of the society to ensure that the committees work efficiently, deliver timely results, and align with the society's overall welfare objectives along with fostering an inclusive environment where all members can contribute and their contributions should be recognized and appreciated for team efforts and individual contributions to keep their morale high.
2. **Responsibilities:**
 - a. To ensure meetings of the Committees are held as per their respective SOPs and agenda items are covered within the time frame of the meeting.
 - b. To utilize time-boxing techniques for agenda items. (Time boxing is a time management technique that involves scheduling a specific amount of time for a task.)
 - c. To take the committee decisions to the BOM for the Board decision and to ensure that the decisions are conveyed back to the Committees within 4 days.
 - d. Any hold-up/delay in BOM decision is to be conveyed to the Committees' Conveners within a tentative time-frame of 4 days with reasons for delay/disagreement.
 - e. If delays occur, provide regular updates with revised timelines
 - f. To deliberate on developmental ideas in the Committees' meetings and facilitate their implementation in a time-bound manner.
 - g. To resolve conflicts, if any, in the committee meetings and in case of non- resolution of any conflict, the Board is to take a final decision.
 - h. To ensure all financial transactions comply with the overall policies and regulations of the AOA.
 - i. To be accountable for proper budgetary and financial compliances.
 - j. To conduct quarterly financial health checks with the treasurer.
 - k. To conduct quarterly reviews of SOPs effectiveness.
 - l. To solicit feedback from committee members on process improvements.
 - m. To stay updated on best practices in committee management and governance.
 - n. To share with the BOM the lessons learned from each project or initiative for further improvement in the systems in totality.
3. **Code of Conduct:**

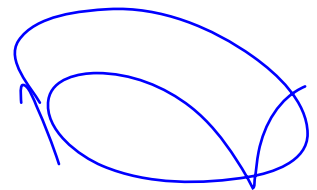
The BOM Members must demonstrate

- a. transparency and integrity in all actions;
- b. ensure facilitating teamwork;
- c. be collaborative with convenors/co-convenors and Committee Members.

By adhering to these enhanced SOPs, the BOM members will be better equipped to coordinate with their committees effectively to ensure timely decision-making to the overall welfare of society.

To

- 1. All Board Members/Office-bearers
- 2. All the Committee Members



8.9.24
(DPS RAJESH)
PRESIDENT