

Guest Speaker Guidelines

1. The professional should be experienced in the areas the HOA's are responsible for. Examples: attorney, insurance, property maintenance, finance.
2. The professional must have a sponsor for and other HOA Forum participant
3. The speaker is initially authorized for 20 minutes. The moderate has the ability to extend the time if the Forum is engaged.
4. The type of guest speaker should be initiated by a Forum member request.
5. Guest speakers are limited to one appearance per calendar year. Unless a HOA Forum member makes a special request.
6. Quest speakers are permitted to handing out information including company experience and contact information
7. Limit one guest speaker per meeting
8. The Speaker will be given time to leave after presenting. If the Forum is really engaged with the speaker then they can stay.
9. The meeting minutes will be prepared providing the guest speakers contact information
10. The Forum will provide recommendations for guest speakers. The Township will coordinate the speakers.
11. The Guest Speaker will be requested to submit an outline of the topics planned for discussion. This is not mandatory.
12. Only HOA Board members should be attending the Forum meetings.