

Aquia Harbour Property Owners Association (AHPOA)

Community Events Committee Charter

PURPOSE: The Community Events Committee shall serve as an advisory committee to the Board of Directors (BOD) and foster actions to develop, enhance, maintain and support a community events program for the benefit of the general AHPOA membership.

COMPOSITION: The committee shall consist of a minimum of three (3) Seated Committee Members, and a maximum of thirteen (13) Seated Committee Members. Members are Aquia Harbour residents in good standing, as defined in the AHPOA Bylaws. The committee may also choose to appoint up to three (3) alternates. Members of the Community Events Committee shall serve a one (1) year term. Term year is the period from January 1 through December 31. All those wishing to continue on the Community Events Committee must resubmit their request to be a member by December 1st to assure their appointments can be voted on During the December meeting of the Board of Directors (BOD). The committee shall elect a Chairperson, a Vice-Chairperson, and a Secretary. Attendance is mandatory for Seated Committee Members, and Seated Committee Members may be recommended for removal from the committee by the Board of Directors by a vote of Committee Officers (Chairperson, Vice-Chair, and Secretary) following three (3) unexcused absences. An absence may be deemed unexcused by a majority of the Committee Members. The committee will also include at least one (1) member of the BOD. The BOD Representative will serve as a liaison, and is a non-voting member of the committee. The BOD representative shall not serve as Chairperson, Vice-Chair, or Secretary of the committee. BOD members are welcome to actively participate in planning and volunteer to be a Team Lead. Aquia Harbour residents are encouraged to attend the Committee's meetings and provide their input on community events as Non-voting Advisory Members.

SCOPE:

- Coordinates with the AHPOA General Manager with BOD approval on tasks covered in the Committee's charter.
- Develops and supports plans to increase residents' involvement in community-based activities that make Aquia Harbour a great place to live.
- Provides formal input to the AHPOA BOD in areas including the AHPOA annual budget, community events planning, and the development of policies supporting community events for Aquia Harbour residents.

AUTHORITY:

- A majority of Seated Committee members must be present at official meetings, and shall constitute a quorum for the transaction of business. The act of a majority of members present at any meeting shall be the act of the Committee.
- In the absence of the Chairman, the Vice Chairman will preside over the meetings.
- The Committee is authorized to work and coordinate with the AHPOA General Manager, with BOD approval.
- Working groups may be arranged by the Committee to focus on specific tasks and will not be considered a "meeting" of the full Committee.

REPORTING:

- Reports directly to the AHPOA BOD.
- Prepares and submits periodic articles for publication in the Harbour View, electronic newsletter, and other AHPOA resident notifications as necessary.
- Provides written minutes, properly executed by the Secretary and approved by its Chairperson, of its proceedings to the BOD. Prior to submission of the minutes to the BOD by the Chairperson, the minutes will be circulated among the committee's members for review and feedback.
- Reviews and ratifies the charter as required.