

Events Committee Charter

Revised May 17, 2022

Board Approved July 27, 2022

Purpose To ensure continued success and quality of community events, adding a layer of creativity and planning with decorations, games, & fresh ideas.

- The Committee will determine the required number of members as this may vary based upon the number of events proposed each year. The total may not exceed 10 members without Board approval.
- The Committee may also have “friends of the committee” who are not official committee members but who may participate in the planning of various events.
- The Board will approve all members to be appointed to the Committee.
- This Committee may have a Chair or two Co-Chairs as determined by the Committee members.
- The Committee may be disbanded by the Board if the Committee is deemed no longer necessary.

Responsibilities

- Meet monthly and communicate via email as needed, staying in communication with the Lifestyle Director.
- Host and Co-Host time commitment: 2-3 hours for planning, 3-4 hours serving at events each month (estimated).
- Term: begins with members appointment to the Committee through December 31st of the current year. Terms are renewed annually.
- Help determine what events to schedule for the year ahead based on budget information provided by the Board.
- Help decide which ideas to incorporate while staying within budget.
- Assist in the determination of volunteer slots needed for each event and work with the Volunteer Coordinator to advertise volunteer needs.
- Contribute ideas for improving existing events or creating new ones.
- Members will select at least one event per year to serve as Event Host- providing leadership at selected event: attend event, understand scope, and work with the Volunteer coordinator to manage volunteers to ensure all tasks are completed.
- Ensure sponsors are greeted and assisted as needed. Follow guidelines provided by the Lifestyle Director.
- Evaluate each event after completion and make notes for improvement following the event.

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