



## EVENTS COMMITTEE CHARTER

### PREAMBLE

The By-Laws of the Bull Point Plantation Property Owners Association, (BPPOA) provides the Board of Directors (BOD) with the authority to appoint committees “as it deems appropriate” in carrying out its purpose. Pursuant to such authority, the BOD has appointed the Events Committee to provide it with advice and counsel to carry out the BOD’s purpose, as delineated in this charter, and as may be revised from time to time by decisions approved by a vote of a majority of the members of the BOD.

The BOD has authorized the elected Chairperson of this Committee to inform the BOD of the status of ongoing endeavors undertaken by the committee, and, in turn, to provide the Committee with guidance and direction as to the policies, decisions, and priorities of the BOD to ensure that the ongoing work of the Committee is consistent with its Charter and the BOD’s purpose.

### PURPOSE/RESPONSIBILITIES

The purpose of the Committee is to foster a sense of community through the planning, scheduling, and reporting of functions, events, and social activities for the enjoyment of all residents. The Committee develops and promotes events according to the needs of the community.

The Committee is responsible for the following:

- Collaborate with BPPOA membership, other Committees, and the BOD to recommend, develop and conduct social activities for the community.
- Critique and recommend ways to modify existing events.
- Seek ways to grow sponsorships and community partnerships that will reduce the cost of events to residents and the BPPOA.
- Develop an annual plan and budget for events using the annual budget allotment approved by the BPPOA.
- Collaborate with Atlantic States Management (ASM), the Communications Committee, and the BOD to promote member participation.
- Provide a Committee report to the BOD at monthly BOD meetings when requested.
- Provide a report at least annually to the BOD to include actions since the preceding report, future concerns and potential solutions, priorities, and potential financial obligations.

### REQUIREMENTS FOR MEMBERSHIP/REMOVAL

- The Committee shall consist of no less than three (3) members.
- Members serve at the pleasure of the BOD.
- Members should have an interest in planning, organizing, and conducting social events.
- Absence by any Committee member from three (3) or more consecutive meeting without excuse will be reported to the BOD.

## **MEETING FREQUENCY**

- The Committee shall elect a Chairperson and may rotate the Chair amongst the members at the discretion of the Committee.
- The BOD will be notified of Chairperson changes when they occur.
- The Committee shall meet at least monthly.
- The BOD may also request special meetings with the Committee.

## **COMMUNICATION & REPORTING**

- The Chairperson must submit an agenda to members at least three (3) days prior to a scheduled meeting to ensure that all members can review and prepare for the meeting.
- Minutes must be recorded and submitted to the BOD within ten (10) days following each meeting. Minutes shall include the date, time, place, member attendance and all votes of the meeting.
- The Committee will notify ASM and the BOD if an issue arises from Committee interaction with a property owner.
- The Chairperson may be required to report to the BOD or to a meeting of the owners.

## **AUTHORITY**

- The Committee shall not direct vendors/contractors unless and only to the extent specifically authorized by the BOD. Such authority may then be exercised by the Committee or by any member of the Committee designated by the Chairperson to act on the Committee's behalf.
- Only the BOD may enter into, modify, or terminate a contract.