

Emergency Preparedness Charter (draft2)

Village Grande at English Mill Homeowners Association

Purpose

The purpose of the Emergency Preparedness Committee (EPC) is to advise the Board of Trustees (BOT) and community members of emergency resources, suggestions and information that may be available to assist the Village Grande of English Mill Community (VGEM) in the event of a catastrophic event.

Scope of Authority

The EPC was established by the BOT of VGEM Homeowners Association pursuant to Article XI of the By-Laws of VGEM. The EPC is under the direct supervision of the BOT and serves at its pleasure. The Committee has no expressed or implied power or authority.

Membership

Committee membership is limited to members in good standing of the Homeowners Association. Chairpersons and members may be appointed or removed by the Board of Trustees. The Chairperson shall be the primary point of contact and lead the Committee in its duties.

Responsibilities

In order to fulfill its purpose, the Emergency Preparedness Committee shall:

1. Create and publish an Emergency Preparedness Guide for the BOT, Community and Management Company.
2. Meet annually to review and update all components of the Guide to ensure the information contained is accurate and current. Members of the Committee, BOT and Management Company are to be present at this annual meeting.
3. Evaluate and report to BOT updated information, technology improvements and any other information that would be relevant and assist the community in prevention, safety or recovery of a catastrophic event.
4. Review emergency procedure and guidelines with management and Board of Trustees
 - a. Confirm availability of resources/update contractors
 - b. Spending authority
 - c. Review record retention/Insurance/Inventory
 - d. Review supplemental support and recovery management location
5. Communicate revisions to plan(s) to all interested parties
7. Keep accurate records and provide minutes to the BOT meetings.

8. Work in conjunction with other Chartered Clubs and Committees

Amendment

This Charter may be reviewed, revised or dissolved at any time as deemed necessary by the Board of Trustees.

Approved *Gratto Harris* Date *3/26/24*

Revised: March 26, 2024