

# **Special Events Committee Charter**

## **Village Grande at English Mill Homeowners Association**

### **Purpose**

The purpose of the Village Grande of English Mill (VGEM) Special Events Committee is to organize and provide events that enhance and enrich the lifestyle of the community while generating funds that will improve the common assets and special activities that benefit all members of the Village Grande of English Mill Community.

### **Scope of Authority**

The Special Events Committee (SPEC) was established by the VGEM Homeowners Association (HOA) pursuant to Article XI of the By-Laws of VGEM. The Special Events Committee is under the direct supervision of the Board of Trustees (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 Special Events Committee shall:

1. Explore opportunities, programs and events to enhance the lifestyle of of the Community while generating funds for purchases or events not provided for in the annual budget.
2. Make suggestions to the BOT for purchases that will benefit the entire community with the funds generated from their activities.
3. Maintain a general ledger of all expenses and income and provide minutes of meetings to the Board of Trustees.
4. Establish and adhere to a budget for all events and activities.
5. Create as necessary ad hoc committees to support events.
6. Work in conjunction with other chartered committees and clubs.

### **Amendment**

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

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

Revised March 24, 2024