

ENCORE BOARD OF DIRECTORS EVENTS COMMITTEE CHARTER

Charter

This charter governs the operation of the Events Committee established by the Encore Board of Directors in accordance with Article 4, Section 15, in Encore Briar Chapel HOA By-Laws.

The Events Committee is a standing advisory committee appointed by and serving at the pleasure of the Board of Directors. The committee is headed by a Chairperson selected by the committee.

The Board would like committee members to serve for a minimum of one year. Since committee continuity is important, serving for longer than one year is appreciated.

Purpose of Committee

The Events Committee's purpose is to assist the Board in creating a comprehensive program of events that encourage social engagement of the residents to foster a sense of community and inclusiveness. In regard to these activities, the Committee will provide supervision of the Community Manager in conjunction with its liaison and the Board.

Duties and Responsibilities

- Committee meetings:
 - Create an agenda for all committee meetings.
 - Notify the Board liaison and Finance Committee liaison of all committee meetings.
 - Review committee budget periodically.
 - Record and provide to the Board liaison all meeting minutes to be posted on the Encore website.
- Beginning in January, working with the Community Manager, develop an initial event plan for the year based on previous successful events and resident input. List to include events and estimated budget.
- Plans will be altered and fine tuned as the year progresses.
- Encourage resident-run and resident-funded activities.
- Meet with the Community Manager monthly for alignment on events.
- The Community Manager assists the committee:
 - With public safety, supplies, volunteer coordination and vendor selection for events.

- By managing the procurement process, submission for payment, and providing monthly reports of spending relative to budget.

Board and Finance Committee Interaction

The Board of Directors will select one of its members as a liaison to the Events Committee. This liaison will attend committee meetings as appropriate and will not have voting power. The liaison is responsible for updating the Board on committee status. The committee chair should apprise the liaison of all communications with residents.

The Finance Committee will select one of its members as a liaison to the Events Committee. This liaison will attend committee meetings as appropriate and will not have voting power. The liaison is responsible for updating the Finance Committee on budgetary items.

Revision

This charter may be reviewed and revised as deemed necessary by the Board of Directors.

Approved by Encore at Briar Chapel Community Association Board of Directors this 20th day of January, 2026.
Mary Ann Hale, President.