



## **What is the Programs Advisory Committee?**

This Committee advises and assists the Board and the Members/residents in developing and in conducting recreational and social activities programs that reflect the various age groups and interests represented in the community. The committee shall perform the functions of the subcommittee and clubs, which include but not limited to:

Outdoors

Special Events

Community Support

### **Roles and Responsibilities**

#### **Committee Chairperson:**

- Schedules and facilitates monthly meetings
- Prepares agenda, solicits members input
- Submits annual budget
- Provides monthly update to Board
- Proficient in current software used by The Parke

#### **Committee Vice Chair:**

- Submits articles for The Parke Bench
- Assumes the role and responsibilities of the chair in her/his absence
- Proficient in current software used by The Parke

#### **Committee Secretary:**

- Record & maintain the minutes of the monthly meeting
- Submit draft copy via email to the Chair for review within 14 days of the meeting
- Proficient in current software used by The Parke

#### **Committee Treasurer:**

- Submits a monthly report of any receipts or disbursements including any outstanding checks
- Assumes ultimate responsibility for all deposits and disbursements with support made to PPC account

#### **Programs Events Coordinator:**

- Works with the Clubhouse staff
- Provides updates on all pending events/activities
- Insures that all areas of concern are addressed and recorded
- Proficient in current software used by The Parke

#### **Committee Members:**

- Attend regular scheduled meetings
- Actively participate in meetings, provide input, support, and final approval/disapproval of all events/topics
- Serves as the “check and balance” for the Programs Committee