



Community Outreach Committee Charter

The Community Outreach Committee actively seeks ways to incorporate community groups and non-profit organizations into the community in order to enhance and enrich the lives of Ladera Ranch residents.

The missions of Ladera Ranch's non-profit organizations and Community Partners are noble, needed and benefit the Ladera Ranch community and our residents in ways that include meeting needs, providing jobs, modeling community leadership and inspiring generosity among our residents.

Purpose: The purpose of the Community Outreach Committee is to serve as a link, bridging the gap, between our community events and activities and various groups: Residents, Volunteers, Community Partners, Board of Directors (leadership) and staff. That outreach effort includes: increasing awareness of LARCS' Community Partners and non-profit organizations, encouraging active participation of the Community Partners in community events, and to leverage opportunities to connect Ladera Ranch residents with them. Additionally, the Community Outreach Committee will provide ideas and recommendations to the LARCS Board of Directors that promote quality relationships with our local non-profit organizations and Community Partners with the goal of promoting and maintaining a sense of community spirit and support throughout Ladera Ranch.

Objectives:

Community Partners: Redefine the Community Partnership Program including the creation of participation levels that are within LARCS' guidelines as a 501(C)(4).

Non-Profit Organizations: Work and maintain relationships with existing LARCS' supported non-profit groups to ensure the success of their events and efforts within Ladera Ranch.

1ST LAR Marine Battalion: Educate the community on mutual support opportunities with the 1ST LAR Marine Battalion and their families.

Structure:

- Committee members shall coordinate with the Ranch Hands Volunteer & Events Planning Committee through LARCS staff to ensure volunteer opportunities at Community Partnership events and activities are available and promoted to Ladera Ranch residents and shall assist in the active recruiting of community volunteers and participate in the implementation of all Community Partnership events and activities.
- Committee members shall provide input to the annual planning process with LARCS staff for the annual proposed calendar/budget of Community Partnership events.
- Committee members will review budget reports with the LARCS Community Outreach Coordinator and the Community Lifestyle Director and determine financial contributions where appropriate through Community Partnership event partners and or in-kind contributions for the events.

- Committee members shall conduct research, survey residents, and work with local non-profits to determine the most popular events and potential outreach opportunities for Ladera Ranch residents.

Committee Chairs or Co-Chairs: The Chairperson or Co-Chairs will serve a one-year term. The Chair or Co-Chairs will ensure that meeting notes are accurate prior to LARCS staff submitting them to the LARCS Board of Directors at regularly scheduled board meetings. The Chairperson or Co-Chairs will collaborate with LARCS staff in the creation of annual meeting calendars, meeting agendas, and other preparation for meetings as deemed necessary. The Committee Chair or Co-Chairs may personally address the LARCS Board at a regularly scheduled board meeting.

LARCS Board Liaison: The role of the LARCS Board Liaison is to serve as a communication link between the LARCS Board and the Committee. The Board Liaison will not be an active voting member of this Committee. The Board Liaison will provide a brief verbal report to the Board at regularly scheduled Board Meetings.

Committee Structure: The Committee shall consist of a minimum of three (3) and a maximum of seven (7) members. Committee members shall be appointed by the LARCS Board and selected based in part on diversity of Village and Neighborhood representation as well as current and past community volunteer involvement in the Ladera Ranch community. All interested residents must complete a Volunteer Committee Candidate Application Form. The committee members shall review applications to this committee and make recommendations to the Board for appointments annually. There is no quorum requirement for this committee membership.

Term of Membership: One year-term (calendar year January 1 – December 31), or at the Board's discretion.

Reporting Structure: This Committee reports directly to the LARCS Board, working collaboratively with the LARCS staff.

Budget Allocation: LARCS fiscal year begins June 1 and ends May 31. Budget requests from this Committee shall be submitted annually to the Board through the LARCS staff no later than March 31 for the following fiscal year.

Additional Parameters:

- The main focus of involvement for committee members is to maintain positive relationships with non-profits and community partners and seek out new outreach opportunities and report back at regularly scheduled committee meetings.
- Committee members may serve as a member of no more than one additional LARCS or LARMAC committee.
- Committee members, if elected to the LARCS Board of Directors must resign from all LARCS committees.
- Each committee member is expected to attend a minimum of 80% of regularly scheduled meetings.
- Committee members must reside in Ladera Ranch, be a resident in good standing as a member of LARMAC, and not currently involved in a lawsuit with LARMAC or LARCS.

Board Approved 11/15/17

- Committee members must also volunteer a minimum of eight (8) hours per calendar year in support of community/partnership events.

Code of Conduct:

- Respect the confidentiality of the Committee's sessions.
- Actively participate in meetings and listen respectfully to other's points of view.
- Speak on behalf the Committee only when authorized to do so by the Board.
- Immediately disclose to the LARCS Staff, Committee Chair or Co-Chairs, or Board any perceived or real conflict of interest immediately upon gaining knowledge of the potential conflict.
- Exhibit respect, professionalism and courteous behaviors to Homeowners, Residents, LARCS Staff, Committee Members and the LARCS Board of Directors.

Meeting Information: This Committee shall regularly schedule meetings annually, with a minimum of four (4) meetings and a maximum of eight (8) meetings per year.