



Event Planning Committee Charter

Purpose: To provide ideas and recommendations to the LARCS Board of Directors that will ensure cost-effective, quality community special events that promote a unique community spirit for the residents of Ladera Ranch.

Objectives

1. Committee members shall coordinate with the LARCS staff to ensure volunteer opportunities at Signature Events are available and promoted to Ladera Ranch residents and assist in actively recruiting community volunteers and implementing all Signature Events.
2. Committee members shall provide input to the annual planning process with LARCS staff for the yearly proposed calendar/budget of Signature Events.
3. Committee members shall review budget reports with the LARCS Event Manager to ensure that the events operate within the budget as determined by the Board of Directors and determine financial offsets where appropriate through Community Partnership event partners and/or in-kind contributions for the events.
4. Committee members shall research and survey residents to determine the most popular events and recreational activities for future programming.

Committee Chair or Co-Chair:

The Chairperson shall serve a one-year term but may be reappointed by the LARCS Board to serve as Chair for up to three (3) consecutive terms. The Chair will ensure that meeting notes are accurate before LARCS staff submit for LARCS board packets. The Chairperson will collaborate with the LARCS staff to create annual meeting calendars, meeting agendas, and other meeting preparations. The Committee Chair may personally address the LARCS Board at a regularly scheduled board meeting upon request.

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.

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 the diversity of Village and Neighborhood representation and 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 Office:

One-year term (calendar year) or at the Board's discretion. Committee members can serve consecutive terms if appointed by the Board.

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 by April for the next fiscal year.

Additional Parameters:

The main focus of involvement for committee members is to attend committee meetings. Committee members may serve as a member of no more than one additional LARCS or LARMAC committee. If elected to the LARCS Board of Directors, committee members must resign from all committees. Each committee member is expected to attend a minimum of 80% of regularly scheduled committee meetings, must reside in Ladera Ranch, be a resident in good standing as a member of LARMAC, and not be currently involved in a lawsuit with LARMAC or LARCS. Committee Members must also volunteer at least 8 hours per calendar year to support community/partnership events.

Code of Conduct:

- Respect the confidentiality of the Committee's sessions.
- Listen respectfully to others' points of view.
- Speak for the Committee only when authorized to do so.
- Immediately disclose to the Committee and/or Board any perceived or real conflict of interest immediately upon knowledge of a potential conflict.
- Exhibit respect, professionalism, and courteous behavior to Owners, committee members, the Board and to the management staff.

Meeting Information: This committee shall schedule regular meetings at least four times yearly.