



Community Association, Inc.

Committee Procedures and Guidelines:

The **Special Events Committee** (herein referred to as committee) is hereby established by the Board of Directors of the Firethorne Community Association, Inc.

The purpose of the Special Events Committee is to assist the association's management personnel in the planning and implementation of special events in the community to maintain and nurture community spirit and camaraderie. These events may include certain events appropriate for holidays as well as entertainment for the residents of Firethorne.

The Committee shall have no fewer than three or more than ten (10) members, which shall be appointed by the Board of Directors annually. The committee will have a chairperson, appointed by the Board of Directors annually, whose responsibilities include:

- Ensuring that the business of the committee is conducted in a responsive, fair and objective manner;
 - Receiving all matters and complaints within the field of responsibility as defined in the purpose statement;
 - Disposing of complaints as appropriate or referring them to the appropriate committee or Board of Directors in a timely manner;
 - Establishing a calendar of meetings and activities;
 - Communicating the work of the committee to the Board Liaison;
 - Responding to inquiries from the Board of Directors and all members of the Association;
 - Causing a written record of membership and all actions taken by the committee to be kept by the committee chairperson and/or Board of Directors; and
 - Performing other such functions as the Board in its discretion determines.
- Committee & Liaison Structure