



Fairway Village Homeowners Association

Policy #602.26.A

Activities Committee Job Description

Rescissions of Job Description:

This update rescinds and supersedes all job descriptions approved on this subject prior to 6/10/2026.

Purpose: *The Activities Committee plans, organizes, and oversees social, educational, and recreational events that enhance community engagement and enjoyment for Fairway Village residents. The committee operates within Board-approved procedures and budget guidelines to ensure events are well-managed, financially responsible, and aligned with the Association's governing documents.*

Committee Composition, Terms of Service and Membership Criteria:

See Committee Handbook for additional information.

Committee Composition:

- The Committee shall comprise a minimum of seven and a maximum of 13 voting members. Additional non-voting member volunteers may assist and help with events.

Membership Criteria:

- Per the bylaws, all residents in good standing may be members of the Activities Committee.

Term of Service:

- One-year term (January–December).
- Renewable annually for up to five years; a sixth year may be approved by the Board.
- After five or six years, a one-year break is required before reapplying.
- Members joining in the last quarter begin their official term January 1.
- A member missing three meetings *without notice* is considered resigned unless the committee appeals to the BOD.

Vacancies:

- Chairs report vacancies to the BOD. Openings may be advertised in *The Villager* and the *Weekly Update* by the Chair or the Secretary. Once approved, new members are seated by the Board.

Position Requirements: Interested individuals should be prepared to do the following:

- Be community minded and help plan events for the enjoyment of all interested residents.
- Be able to attend and participate in monthly meetings, in person or via ZOOM.
- Give input into the development of ideas and a calendar for each month of the year.
- Be willing to chair or co-chair least one event annually.
- Members that are unable to chair/co-chair an event should be prepared to volunteer for one of the following permanent positions:

- **Reservation Coordinator** – Position works with online reservation forms and staff to book rooms for events.
- **Communications Coordinator(s)** – Job entails creating and submitting all written content for The Villager, Weekly Updates, and poster material via electronic means. Job is very computer focused and creative. Position may have several volunteers dividing work.

Meetings:

- The Activities Committee meets monthly throughout the year. The January meeting is designated as the organizational meeting where new officers will approve the annual events and meetings calendars.

Officer Positions:

Chair

- Point-of-contact for residents and BOD requests and questions.
- Presides over meetings, prepares agendas, and directs the work of the committee.
- Ensures minutes and recommendations are completed.
- Submits formal recommendations to the BOD for vendor contracts, new members, and member departures.
- Coordinates copying and printing through the office.
- Submits an annual roster of all committee members to the BOD by November 30th.

Secretary:

The Secretary is responsible for the written record of committee actions.

- **Posts the agenda electronically a week prior to the meeting.**
- Records minutes (template attached), attendance, motions, **relevant** discussion and decisions.
- Shares draft minutes within two weeks of meeting.
- Submits final draft minutes to members and office one week before regular meeting.
- Posts final, approved minutes online.
- Submits monthly committee report for presentation at the monthly Board meeting.
- Point-of-contact for residents and BOD requests and questions.

Treasurer:

Key Responsibilities:

- **Receives all cash and checks for functions/events and submits to the office for deposit in the bank. Receives a copy of the deposit from staff for Activities' records.**
- **Tracks the committee's approved annual budget and expenditures.**
- **Submits reimbursement receipts and payment requests in accordance with Administration procedures.**
- **Provides periodic budget status updates to the committee and Board Liaison.**
- **Reviews spending and approves expenses for submittal to the administration.**
- **One week before the monthly meeting, the Treasurer requests the monthly bank statement from the office and prepares a reconciliation report of deposits and expenses to the committee.**

Working with the Team:

- Committee members and officers are encouraged to use an “official” FVHOA email address. The format is **fvhoa your first initial and last name@gmail.com**. For example, fvhoaihooper@gmail.com. We highly encourage you to use those accounts when conducting committee business. Using a committee-designated email for HOA business protects volunteers and the Association by keeping personal email addresses private, especially when contact information is published in *The Villager* or the *Weekly Update*. It also reduces security risks—if a personal email is compromised, personal accounts, contacts, and data could be exposed.
- Volunteers working at ticked events will receive free admission.
- Committee agendas and minutes are posted on the Association website and via the Weekly Update.

Approved by the BOD at a regular meeting when a quorum of members was present.

Date: 6/10/2026

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John Castino
President

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Julie Jordan
Secretary