

Activities Committee Duties and Responsibilities



Chairperson

- Build a sense of teamwork among members.
- Represent the committee at community meetings and/or with other committees when needed.
- Make arrangements for Activities Committee meetings and notify committee members.
- Prepare and conduct Activities Committee meetings.
- Prepare an Activities Committee meeting agenda and any other materials for meetings.
- Delegate responsibilities to committee members for subcommittees and support their efforts.
- Present an Activities Committee report at the monthly Community Meeting.
- Prepare an annual report for the Activities Committee for informational purposes. Make a copy available to the Retama Village Neighborhood Advisory Committee (RVNAC). If desired, present the report at the last meeting at the end of the stay season in the spring to the Retama Village Community.

Secretary

- Write and distribute in a timely fashion the minutes of all Activities Committee meetings.
- Save and make available the minutes for historical purposes.

Members

- Attend and actively participate in all scheduled Activities Committee meetings or contact the chairperson concerning your absence.
- Work with all Activities Committee members to reach a consensus.
- Support the Activities Committee and work with other members to benefit Retama Village, even when not in full of agreement with a decision, as long as the decision is not unlawful or harmful.
- Take on tasks to ensure a sharing of the workload among the Activities Committee members.
- Participate in the development of the Retama Village Calendar.
- Assist the chairperson, secretary and other Activities Committee members.

Calendar Manager

- Post and maintain the Retama Village Activity Calendar so that conflict in events and facility usage are avoided.
- Publish and maintain Activities informational material and announcements on the Retama Village website, adding those for upcoming events in a timely manner and hiding them when the activity has passed.
- Send mass emails to identified email groups following the guidance of the Activities Committee.

RVNAC Liaison

- Attend at least one Activities Committee meeting per month.
- Act in an advisory capacity on behalf of the RVNAC.
- Make the RVNAC aware of requested events of a commercial/business/entertainment nature that are intended to include non-residents.

