

HIDDEN HILLS COMMUNITY ASSOCIATION

THEATER COMMITTEE

POSITION: Committee Member

TERM OF APPOINTMENT: One (1) Year

ACCOUNTABILITY: Board of Directors

THEATER COMMITTEE CHARTER: The purpose of the Theater Committee is to assist the Board of Directors and Management in establishing activities and events within the community which encourage social interaction through a variety of theater programs for all generations. Committee members serve at the pleasure of the Board.

DUTIES & RESPONSIBILITIES

1. To fulfill its role, the Committee will prepare and follow an annual work plan of key priorities, requested events, prepare a proposed annual operating budget and calendar to be approved by the Board of Directors.
2. Committee members may not sign contracts or commit the Association to any obligations.
3. Committee members shall not give directives to the Hidden Hills on-site staff. Committee members should make requests to the Chair of the Committee. The Chair will contact the general manager to receive guidance. If the Chair is not available, the Chair may designate a point person to interact with the general manager.
4. If an event is recommended for the Board to approve, the Committee is responsible for working with Management for full implementation of the event. For example, including but not limited to planning, specifications, budget, implementation, post implementation, identifying responsible parties, evaluation, and provide interim reports to the Board and general manager, etc.
5. Committee Members shall be responsible to be the host/point person(s) for all events. This includes but is not limited to the following:
 - a. Interacting with third party vendors on site who are setting up their equipment
 - b. If décor is involved for an event, the member is responsible to decorate before the event and breakdown after the event has concluded
 - c. When planning an event approved by the Board, committee members shall prepare and obtain bids from third party vendors for items such as food, a DJ, lighting, entertainment, etc. All third party vendors must provide with their itemized bids, proof of insurance, business license and any paperwork required by Hidden Hills. No vendor will be paid cash for an event
 - d. Purchasing event supplies, food, decorations, prizes, etc. will be accomplished by Association staff
 - e. Address other issues that may arise
6. The Chair of the Committee may create a sub-committee member (i.e. event logo design) and invite a non-committee member to participate, but that person shall not be considered a member of the Theater Committee and may not vote on Committee issues.
7. The Committee commits itself and its members to ethical, professional, and lawful conduct including proper use of authority and appropriate decorum when acting as Committee members.

8. The Committee will consciously invest in its ability to act competently and wisely.
9. The Committee is responsible for creating meeting schedules, member roster, agendas, taking and transcribing minutes of meetings.
10. Meeting Minutes shall be made available to the Board, general manager, and association members within five (5) business days after approval by the Committee.
11. The Committee Chair, or their designee, shall present Committee Reports to the Board and membership at the Board's regular monthly meetings. All other Committee members shall attend Board meetings as necessary.

STRUCTURE

1. The Board of Directors shall appoint the Chair of the Committee.
2. The Committee shall consist of 5-7 members. Committee members are appointed by the Board of Directors for a term of one year.
3. Liaison with various other committees as necessary.
4. Attend Committee Meetings on a regular basis. If a Committee member is absent for more than 4 regular meetings within a 12 month period or 3 consecutive Committee meetings, the member shall be deemed to have resigned from the Committee.
5. Committee member shall not receive compensation but may be reimbursed for actual expenses, at the discretion of the Board, in the performance of his/her duties. Receipts must be provided for reimbursement.

QUALIFICATIONS

1. Must be a homeowner or resident, in good standing, with the Hidden Hills Community Association
2. Time to devote to position.
3. Ability to accomplish tasks with others.
4. Agrees to support the Hidden Hills Community Association governing documents, policies, and initiatives.

AUTHORITY

1. Hidden Hills Bylaws, Article 7, *Committees*, Sections 7.1 – 7.9, and other governing documents for Hidden Hills Community Association.
2. Term of Service. Committee members may be reappointed to the Committee by the Board of Directors in accordance with the Hidden Hills Community Association Bylaws, Article 7, *Committees*, Section 7.4, *Term of Service*.