

## Holly City Community Advisory Committee Charter

I. The Committee will be called the Holly City Community Advisory Committee. It is authorized by the Holly City Family Center (a subsidiary of the Holly City Development Corporation) and will serve at the pleasure of the governing body.

II. Purpose:

The Committee is created for the purpose of working with the Holly City Family Center and shall limit its activities/advisory role on matters that directly relate to community programming through the Holly City Family Center. The responsibilities of the Committee include:

- Making connections with the community through outreach
- Providing free to inexpensive programming for the community
- Developing a year round calendar of community programming
- Developing budget for community events and fundraising to support events/programming
- Help recruit volunteers to work with programming

III. Relationship of Committee to Holly City Family Center

It is the role and sole responsibility of the Holly City Family Center Board to enact policy. The advisory committee is expected to offer recommendations and plan for programming/events as described above.

IV. Membership

The advisory committee shall consist of a minimum of 5 members and a maximum of 8 members. Members will be elected and appointed by the Holly City Family Center Board. Committee members shall serve a three (3) year term.

V. Meetings

The committee will meet monthly. Written notices of upcoming meetings will be sent to members 7 days in advance.

VI. Minutes, Recommendations, Reports

Minutes of each meeting will be kept. Copies will be sent to the Executive Director of the Holly City Family Center for presentation to the Board.

VII. Dismissal

Committee members who are absent without reasonable cause from three (3) consecutive meetings will be considered to have resigned their seat. The committee will move to fill the position.

VIII. Public Announcements

While members of the committee are expected and encouraged to discuss programming/community engagement activities (as described above) with the community, members shall not report opinions expressed in meetings, nor shall they report independently on committee action.