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## What is the Programs Advisory Committee?

This Committee advises and assists the Board and the residents in developing and in conducting recreational and social activities programs that reflect the various age groups and interests represented in the community. The committee shall perform the functions of the subcommittee and clubs, which include but not limited to:

- Outdoors
- Special Events
- Community Support

A graphic consisting of a diamond shape with a teal border and a light blue background. Inside the diamond, the words "Thank You" are written in a dark teal, serif font. There are small orange diamond shapes at the top and bottom vertices of the diamond.

Thank  
You

### Community Support Group:

This is a relatively new part of Programs that recruits residents who want to be involved on an event by event basis. These residents may not be able to commit to a committee but they do want to get involved and support Parke functions when and if their schedules allow them the time. We are always looking for residents to add to this part of Programs. Please sign up, or come to a meeting.



**We need you  
on**

**The Parke  
Programs  
Advisory  
Committee**



**Tel: 410-208-4994**

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# Roles and Responsibilities

## Committee Chairperson:

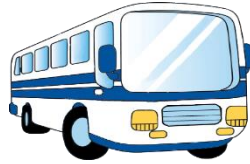
- Schedules and facilitates monthly meetings
- Prepares agenda, solicits members input
- Submits annual budget
- Provides monthly update to BOD
- Proficient in current software used by The Parke

## Committee Co-Chair:

- Submits articles for The Parke Bench
- Assumes the role and responsibilities of the chair in her/his absence
- Proficient in current software used by The Parke

## Committee Secretary:

- Record & maintain the minutes of the monthly meeting
- Submit draft copy via email to the Chair for review within 14 days of the meeting
- Proficient in current software used by The Parke



**Bus Trips  
Tours  
Activities**

**Movie Night**



**Trivia Night**



**Social Hour**

**Teas**



**Cook Outs**

**Fun, Laughter, Ideas**

## Committee Treasurer:

- Submits a monthly report of any receipts or disbursements including any outstanding checks
- Assumes ultimate responsibility for all deposits and disbursements with support made to PPC account

## Programs Events Coordinator:

- Works with the Clubhouse Coordinator
- Provides updates on all pending events/activities
- Insures that all areas of concern are addressed and recorded
- Proficient in current software used by The Parke

## Committee Members:

- Attend regular scheduled meetings
- Actively participate in meetings, provide input, support, and final approval/disapproval of all events/topics
- Serves as the “check and balance” for the Programs Committ