**MERIDIAN HOLIDAY LIGHTS COMMITTEE CHARTER**

**REIVISION DATE: 7/21/21**

**Purpose:** The Meridian Holiday Lights Committee is commissioned by the Board of Directors to ensure the areas within its scope will be properly maintained, and will make recommendations to the Building Manager, and coordinate with the Finance Committee to ensure adequate funds are set aside each year for the expenditures and proper maintenance. The items within the scope of the Committee are all outdoor Holiday Lights and coordinated the Holiday Lights set up and take down. The Committee will meet on an as needed basis and at least once a year.

**Responsibilities:**

* Meet with property management personnel periodically to discuss Holiday Lighting.
* Make recommendations to the Board on issues relevant to the Committee purpose.

**Relationship to the Board**: The Committee may only solicit proposals from outside vendors, with the approval of the Board of Directors. The committee may not expend funds in seeking the recommendations, opinions or advice not authorized by the Board of Directors. The committee shall serve in an advisory capacity to the board and Assist the Board in evaluation and selection of any vendor bids procured by management

The committee shall keep minutes of meetings and shall report and submit Approved Meeting Minutes to the board at regular board meetings, which minutes shall also be provided to the board for their review at least five (5) days prior to the date of the board meeting, if Committee meetings have been held. If meetings have not been held, the Committee Chairperson will either update the Board of Directors on progress of an ongoing project or inform the Board of Directors there is nothing new to report, adhering to the same 5 day review prior to the board meeting. The Chairperson of the committee, whether submitting a report or a non-report, will be available during the BOD meeting for any questions. If the chairperson is not available, a designee will be appointed.

**Term:** The Holiday Lights Committee shall be a standing committee, subject to yearly review and appointment by the board.

**Organization:** The committee shall consist of no less than three (3) members. Notices of all committee meetings will be posted at least forty- eight (48) hours in advance of the meeting. The committee will meet no less than quarterly and shall maintain minutes of their meetings.

**Relationship to Management:** The committee chair shall be the liaison with the manager. The manager shall be available as a resource to the committee and solicit bids as necessary in preparation for recommendations to the board. The manager shall also make his or her staff available as necessary to assist with secretarial support, scheduling appointments, meeting with contractors, etc., with prior advance notice and approval of management. The committee shall not directly approach staff for assistance without the prior approval of the manager.