

Events Committee

Mission

The mission of the events committee, in coordination with the events coordinator, is to plan, organize, and execute both social and recreational events for R-Ranch in the Mountains, a 501(c)(7) organization. We aim to advance the vision of R-Ranch by supporting and promoting events that enhance community, opportunities, education, and recognition of the R-Ranch and its owners. The committee strives to provide diverse and enjoyable activities that align with the club's values and nonprofit status and enhance owner experiences.

Objectives

- **Owner Engagement:** Strengthen the community spirit by offering regular, engaging social events.
- **Quality Programming:** Ensure all events are well-planned, enjoyable, and meet the interests and needs of the ownership.
- **Sustainability:** Organize financially sustainable events that support the club's long-term goals.
- **Inclusivity:** Plan events that are accessible and welcoming to all owners, promoting diversity and inclusion within the community.

Responsibilities

1. Event Planning:

- **Committee and Coordinator Collaboration:** The events coordinator develops an annual calendar of events with input from the committee and the larger ownership.
- Plan event details, including venue, date, time, activities, and budget, ensuring alignment with the club's mission and objectives.
- Assist the marketing committee in suggesting events at which the events committee will participate.
- Approve events that require funding, facility usage, or public participation (non-Ranch owners) for the purpose of avoiding conflicts of resources. After the committee has verified there is no conflict it then goes to the executive director for final approval.

2. Budget Management:

- **Committee and Coordinator Collaboration:** The events coordinator prepares and manages event budgets (in alignment with yearly budget approval) with support from the committee, thus ensuring financial accountability.
- Seek approval for event expenditures and ensure all transactions are documented.
- Fundraise or seek sponsorships if necessary to support event costs.

3. Logistics Coordination:

- **Committee and Coordinator Collaboration:** The events coordinator handles logistics such as venue booking, catering, entertainment, and equipment rental. The committee assists with event setup, execution, and teardown.

- Ensure compliance with any relevant regulations and permits.

4. Owner Communication:

- **Committee and Coordinator Collaboration:** The events coordinator promotes events to owners through various communication channels with assistance as needed from the committee.
- Collect and analyze owner feedback to improve future events.
- Report on event outcomes and owner participation to the board of directors on an as needed basis at the regular B.O.D. meetings or no less often than quarterly.

5. Volunteer Management:

- **Committee and Coordinator Collaboration:** The events coordinator recruits and coordinates volunteers, with the committee providing support.
- Provide training and support to volunteers as needed.
- Recognize and appreciate volunteer contributions.

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