

**CANYON LAKE PROPERTY OWNERS ASSOCIATION
FIESTA DAY COMMITTEE**

WHEREAS, Article VI, Section 1. of the By-laws of the Canyon Lake Property Owners Association grants the Board of Directors the power to conduct, manage and control the affairs and business of the Association; and

WHEREAS, Article II, Section 2.(i) of the By-Laws grants the Board of Directors the power to appoint such committees as may be necessary to, or convenient in, the discharge of any of its obligations or powers; and

WHEREAS, Article VI, Section 1.(e) of the By-Laws grants the Board of Directors the power to appoint committees of the Association;

NOW, THEREFORE, BE IT RESOLVED THAT a standing Fiesta Day Committee be established, having the following terms of reference:

RESPONSIBILITY

The primary responsibility of the **Fiesta Day Committee** is to advise and assist the Board of Directors, hereinafter referred to as the **BOARD**, in planning and coordination of the Fiesta Day event, which is held each year on the Saturday of Memorial Day weekend.

In fulfilling its responsibility, the Fiesta Day Committee shall perform functions, which include the following:

Booths:

1. Collecting all the booth applications and monies
2. Assign each vendor a booth space
3. Conducts a meeting with all vendors to get their information and passes to them
4. The day before Fiesta Day they mark the booth spaces and put numbers on each space so the vendors can begin setting up
5. On Fiesta Day they make sure that everything is running smoothly and everyone is in the correct spot
6. On Fiesta Day make sure that each vendor is selling what they were assigned to sell and nothing more.
7. Judge the booths and award prizes for the best decorated
8. Deposit all checks into the bank.

Entertainment:

1. Setting up the schedule and coordinating all the entertainment for the day.
2. Coordinating with a representative from each group, and with all talent show participants.

3. The day of the event they keep everything going smoothly and make announcements as needed
4. Hand out participation awards to all talent show participants.
5. Solicits volunteers from the local high school for community service work.
6. In charge of the information booth and volunteers
7. Orders the canopy and stage and works with the Booth Coordinator to make sure booths and canopy areas are arranged properly
8. Makes sure proper permits have been filed with City and POA for the different entertainment venues

Parade:

1. Sending letters to all dignitaries inviting them to participate in the parade.
2. Taking all RSVP calls from dignitaries.
3. Talking calls from all groups that want to participate in the parade.
4. Coordinating the order of the parade.
5. Calling all participants to give them instructions and their number.
6. Answering questions and coordination of the parade on the morning of the parade.

Kids zone:

1. Coordination and staffing of the kids zone are.
2. Coordination of all vendor booths for the kids zone area.

MEMBERSHIP

The Fiesta Days Committee shall be composed of seven (7) members of the CLPOA. The chairperson and additional six (6) members shall appointed by the BOARD annually. **MEMBERS OF THE FIESTA DAYS COMMITTEE ARE EXEMPT FROM THE MASTER COMMITTEE CHARTER AND SHALL BE ENTITLED TO SERVE ON 1 (ONE) ADDITIONAL COMMITTEE.**

The Activities Manager shall be a non-voting ex-officio member of the Fiesta Day Committee.