



## Mariposa Community Association, Inc. Community Engagement Advisory Committee Charter

Effective: November 12, 2025

The Board of Directors (“**Board**”) of the Mariposa Community Association, Inc. (“**Association**”) has adopted and approved this Charter, setting forth the purpose, duties, responsibilities, membership requirements, meetings and reporting of the Community Engagement Advisory Committee (“**CEAC**”), an advisory committee of resident volunteers operating under the overall direction of the Board.

1. Purpose. The purpose of the CEAC is to generate, preserve and enhance a true sense of community through the creation and support for events, programs and activities. The goal of such activities should focus on community interaction, inclusiveness, involvement, belonging, community wide pride and responsibility. The committee will work to ensure ways to seek community input, voice and data on program and event idea sharing and common interests when creating activities.

The CEAC shall serve the residents of the Association upon request of the Board and subject to Board oversight. The goal of the committee is to provide recommendations to the Board that are consistent with the Association’s long-term goals and purpose of the committee stated above in offering Association members activities and events to build community through engagement.

2. Duties and Responsibilities. The primary responsibility and function of the committee is to proactively review and provide recommendations to the Board with respect to the following objectives:
  - A. Provide input to the Board regarding activities and events including budgeted activities and events relating to community engagement by January 31 each year for the next fiscal year consideration.
  - B. Assist in executing activities and events to include pre-event planning and preparation, set up, event activities, post event, and recaps along with Association staff.
  - C. Provide input and make recommendations to the Board as requested.
  - D. Create a line of communication with residents to have a better understanding of what residents want to see at community events. Enhance the overall experience and expectations of events as well as help residents better understand how the event budget is utilized.
  - E. Provide input and feedback regarding activities and entertainment for events; both large and small, community-focused gatherings that cater to a variety of interests and demographics.
  - F. Gather feedback, ideas, and suggestions from residents to ensure events meet the needs

Updated: November 1, 2025



and desires of the community including fostering engagement and excitement.

- G. Work closely with residents, local businesses, and community partners to secure resources, sponsorships, and partnerships that enhance event offerings along with Association staff.
  - H. Provide input on the types of questions to include in post-event surveys. Review the success and participation of past events by collecting feedback and data, providing recommendations for continuous improvement in future event planning.
  - I. CEAC shall establish a regularly scheduled monthly committee meeting with additional meetings as needed during annual budgeting or major event planning.
  - J. The inaugural CEAC shall assume responsibility until the 2026 annual meeting at which time this Charter may be revised, and additional applicants requested to apply by the Board.
3. Membership. All members of the CEAC shall be residents of Mariposa who are in good standing with the Association with no open compliance violations or assessment balance due. The Board shall appoint up to (5) five members to the committee annually from applications solicited from the association membership. The committee members or the Board shall elect one person to serve as Chairperson. Subject to the discretion of the CEAC members, the Association's governing documents, and New Mexico law, all residents of the Association may attend CEAC meetings.
  4. Resignation and Removal of Members. A CEAC member may resign at any time or, in the case of non-compliance with the CEAC Charter or any other valid reason in compliance with the governing documents and New Mexico law, the Board may remove a member of the CEAC at any time.
  5. Terms. CEAC members shall be appointed to a one (1) year term, subject to earlier removal by the Board. Appointments shall be made by the Board from time to time as needed due to any vacancy or other reason as determined by the Board. The new member shall serve for the remainder of the term.
  6. Role of Chairperson. The Chairperson is responsible for sending out meeting notices, minutes and agenda, presiding at CEAC meetings, appointing an acting chairperson in the absence of the Chairperson and communicating recommendations to the Board at each Board meeting and serving as the point of contact with the Board.
  7. Meetings. CEAC shall schedule and hold a committee meeting once per month at a regularly scheduled and posted time; for example, the second Tuesday of the month at 5:30pm. Committee Chairs must submit a finalized committee meeting calendar for the fiscal year. Notice of such meetings shall be provided in advance to the CEAC members and Mariposa residents in the same manner as notice of Board meetings is required in the Bylaws. A majority of the CEAC members constitute a quorum at any meeting. Any action of the CEAC may be taken by the majority of CEAC members present so long as a quorum has been established.

8. Reporting. The Chairperson, or designee, shall report to the Board at each board meeting, in writing, as to the activities of the CEAC (past, present and future). The CEAC shall prepare and report meeting minutes promptly to Association staff for filing and posting on the website.
9. Interfacing with Staff. At no time should the committee direct staff to perform a task for the committee or direct staff on how to perform their work.
10. Budget and Spending Authority. The CEAC has no budget or spending authority. Funds for Board-approved recommendations by the committee are made at the sole discretion of the Board on a case-by-case basis.
11. Authority to Act. The CEAC only serves in an advisory capacity and at the pleasure of the Board. The CEAC and its members shall have no authority to act on behalf of the Association or the Board unless specifically authorized by the Board in writing, and in such event the authority granted is limited as written. CEAC members shall not represent, suggest or imply to anyone that they speak for the Association.
12. Non-Exclusive Scope and Legal Matters. The purpose and scope of work of the CEAC is not exclusive to the CEAC and is not intended to replace or prohibit conversations between Board members, officers, or Association staff related to matters that may fall within the scope of the BFAC. All legal matters will be immediately forwarded to the Board for consideration and resolution in the executive session.
13. Review. The efficacy of the CEAC will be evaluated by Association staff and the Board from time to time and this Charter may be reviewed and updated as needed by the Board. In addition, the CEAC shall review this Charter annually and recommend any proposed changes to the Board for consideration.
14. Code of Conduct. Members of the Committee acknowledge that they will agree to abide by the Code Of Conduct attached hereto.



# Standard Operating Procedure (SOP): Committee Operations & Documentation

## 1. Purpose

To establish consistent procedures for committee operations, including meeting scheduling, agenda preparation, and submission of meeting minutes to the Operations Team. This ensures transparency, compliance with governing documents, and effective communication across the Mariposa Community Association.

## 2. Scope

This SOP applies to all standing and ad hoc committees established by the Mariposa Community Association Board of Directors.

## 3. Definitions

- **Committee Chair** – The designated leader responsible for ensuring the committee follows all procedures.
- **Operations Team** – Staff members responsible for coordinating community administration, recordkeeping, and compliance with governing policies.
- **Agenda** – A written outline of topics and actions to be discussed at the meeting.
- **Minutes** – The official written record of discussions, decisions, and actions from a committee meeting.

## 4. Responsibilities

- **Committee Chairs** are responsible for:
  - Scheduling committee meetings in collaboration with the Operations Team.
  - Preparing and submitting meeting agendas and ensuring accurate minutes are recorded.
  - Confirming whether a quorum of the committee is present. If a quorum is not met, the meeting will be adjourned and rescheduled.
- **Committee Members** are responsible for active participation, reviewing meeting materials in advance, and ensuring timely follow-up on assigned tasks.
- **Operations Team** is responsible for receiving, storing, and distributing committee agendas, minutes, and schedules in accordance with community policies.

## 5. Meeting Scheduling

- Committee Chairs must submit to the Operations Team a finalized committee meeting calendar for the fiscal year within **30 days** of the annual meeting.
- Meetings are to be open to all residents.

## 6. Agenda Preparation & Submission

- The Committee Chair must prepare and submit the meeting agenda to the Operations Team **no later than 7 calendar days before the scheduled meeting.**
- Agendas must include:
  - Meeting date, time, and location (or virtual link if applicable).
  - List of topics to be discussed.
  - Items requiring action or board recommendations.

## 7. Meeting Minutes

- Draft minutes must be submitted to the Operations Team **within 7 days after each meeting.**
- Minutes should include:
  - Date, time, and location of the meeting.
  - List of attendees (committee members and staff present).
  - Summary of discussions, decisions, and action items.
  - Any motions, votes, and results.
- Draft minutes will not be posted on the community website.
- Final approved minutes must be submitted to the Operations Team **within 3 days after committee approval.**

## 8. Documentation & Recordkeeping

- All agendas and minutes will be stored in the Association's official records by the Operations Team.
- Committees must use standardized templates (provided by the Operations Team) for agendas and minutes to ensure consistency.
- Late submissions may result in delays in communicating committee updates to the Board and community.

## 9. Review & Updates

- This SOP will be reviewed annually by the Operations Team and updated as needed to align with the governing documents, legal requirements, or community needs.



## MARIPOSA COMMUNITY ASSOCIATION COMMITTEE MEMBER

### CODE OF CONDUCT

**PURPOSE:** This document establishes the foundational standards for committee members. By engaging in board-sanctioned committees, residents contribute to the positive functioning of the Association and agree to uphold its Code of Conduct.

As representatives of the Association, committee members play a pivotal role in fostering a responsible, honest, and transparent environment, a role that is integral to the Community's well-being.

1. **DECLARE CONFLICTS OF INTEREST:** We encourage committee members to disclose any potential conflicts of interest that may arise openly.
2. **CONFIDENTIALITY COMMITMENT:** Protecting confidential information is essential for maintaining trust within our Community.
3. **ADHERENCE TO POLICIES AND PROCEDURES:** Committee members are expected to follow the policies and procedures established by the Association.
4. **RESPECTFUL INTERACTION:** It is essential to treat everyone associated with the Mariposa Community Association—owners, residents, staff, and vendors—with courtesy and respect.
5. **COMMUNITY-CENTRIC APPROACH:** Focus on the best interests of the Community and its members, prioritizing collective well-being over individual preferences, and thereby contributing significantly to the Community's growth and harmony.
6. **POSITIVE COMMUNITY REPRESENTATION:** Seek ways to enhance the Community's image, representing the Association, its members, volunteers, staff, and vendors in a positive light.
7. **CONSTRUCTIVE DIALOGUE:** Engage in discussions that promote constructive feedback and avoid comments that could be perceived as unfavorable or disparaging towards the Association or its members.
8. **SUPPORTIVE DECISION-MAKING:** Appreciate and support all committee decisions, recognizing that differing opinions are part of a healthy discussion.
9. **RESPECTING ROLES:** Utilize your position on the committee to inspire collaboration rather than to influence or pressure Association members, volunteers, staff, or vendors.
10. **GUIDING STAFF RESPONSIBILITIES:** Remember that committee members do not hold authority over Association staff members or vendors; instead, foster teamwork and open communication.
11. **ADDRESSING CONCERNS TOGETHER:** Instead of speaking on behalf of the committee, bring any concerns raised to you to the whole committee for collaborative discussion at meetings.



Adhering to this **Code of Conduct** is a formality and a commitment to work harmoniously and effectively. Non-compliance may result in the Board reviewing the committee membership status, underscoring the importance of this commitment.

Printed Name:

---

Signature:

---

Committee:

---

Term:

---

Date:

---

Address:

---

Email Address:

---

Mobile phone:

---