

Program Advisory Committee (PAC)

Intent: Active resident involvement is critical for the long-term success and sustainability of any community. The Program Advisory Committee (PAC) provides an important engagement opportunity for residents in good standing to advise and work with the Lifestyle Manager in formal planning and review of community events and activities.

PAC Mission:

The members of the PAC provide input on the Fairway Villas community and serve as representatives, working with the Lifestyle Manager in suggesting, planning, presenting, and reviewing inclusive community events and activities.

Committee Guidelines:

PAC Committee Co-Directors: PAC Director and Fairway Villas Lifestyle Manager

Frequency of Meetings: 8 - 10 sessions year as needed

Number of Members and attendees: 10 members; with the 10th member being a current member of the Community Advisory Committee (CAC) in an observing and representative role, offering guidance and keeping the CAC informed of PAC activities. The Lifestyle Manager should attend each meeting. Occasional attendance by a representative of the Town Center Metropolitan District (TCMD) for budgeting guidance.

Membership: By Application. In December each year the Lifestyle Manager, current PAC Director, and CAC Representative will meet and select a diverse group of members.

Term: 1-year, from January through December. Members have the option to renew for one additional year of service by the end of October each year, which can be exercised by submitting a written letter or email to the PAC Director and the Lifestyle Manager by the end of October. The membership goal is to have a good mix of returning and new members each year. Members resigning during their term year may be replaced at the discretion of the PAC Director and members.

Officers: PAC Director and Secretary to be elected by the PAC membership each year at the first meeting in January.

Reviewing & Selecting PAC Members

PAC members should:

- represent a diverse background and set of interests
- represent the active adult lifestyle values of the community
- have a broad community perspective and a positive “can do” attitude
- be comfortable with communicating with community members to ensure that offered programs are a diverse collection of educational, entertaining, and artistic interests that serve all our community residents
- be committed to planning and organizing diverse resident activities and events
- be a team player who can work with residents with different viewpoints
- be willing and able to commit time, skills, energy, and effort to ensure the success of the committee’s programming

Member Roles and Responsibilities:

- Resident members to attend no fewer than 8 of the 12 scheduled PAC sessions during their 12-month term of service
- Willingness to commit at least 3–4 hours per month to the committee
- Help plan, coordinate, and actively participate in presenting a diverse range of community events and activities.
- Assist with setup, monitoring, serving, tech support and cleanup for activities and events when it’s needed, if time, skill, and health permit
- Act as a community representative, including a detailed understanding of resident’s unique interests
- Awareness and openness to plan events or activities based on local, state, national, or world-wide holidays and observances
- Facilitate neighbor-to-neighbor connections by providing warm welcomes to new homebuyers in the community and encourage engagement in community events and activities
- Assist PAC Director and Lifestyle Manager in conducting formal event/activity review sessions.
- Review and provide input on annual event/activities budget.

PAC Application Launch Timeline – Fairway Villas

- Newsletter announcement with link to PAC application form in October
- Application submission deadline by the last weekday of November by 5pm.
- After selection process is complete, the Lifestyle Manager will send out notification emails to the selected PAC members for the coming year, and upon receiving acceptance confirmations will create a final roster of the membership and schedule the first PAC meeting in January.