

HOA Social Committee – Charter - Standing Committee

Purpose: The Social Committee is chartered to advise and assist the Board of Directors. The purpose of the Social Committee is to represent the HOA Board of Directors, by organizing activities that assist in building a cohesive community. The committee events help residents get to know each other and become better neighbors. The committee works in conjunction with other committees to assist in building a community atmosphere.

Meetings:

- The Social Committee can meet once a month. However, the committee members may decide to meet less. This committee should meet a minimum of nine (9) times a year.
- The committee should determine a set date, location, and time for meetings, create an agenda and issue minutes for each meeting that include an attendance record
- A quorum is required to hold a meeting and a majority vote is necessary to make committee decisions. If these conditions are not met, decisions must be postponed/tabled until a quorum is met.

Membership:

- The Social Committee shall consist of a minimum of three (3) members to a maximum of nine (9) members.
- All members must be current residents of Vintage Grove.
- Members who miss three (3) or more meetings may be replaced by the committee.

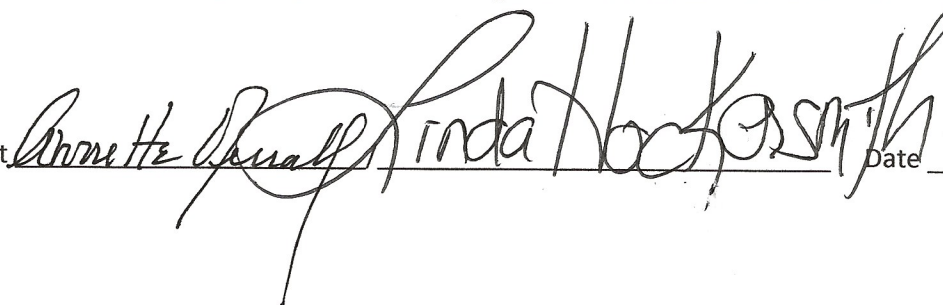
Liaison/Chairperson:

- At the first committee meeting following the annual meeting, the committee selects a liaison/chairperson to serve for one (1) year. The liaison/chairperson may serve more than one term if the committee so chooses. The liaison is the HOA Board's main point of contact. The Liaison/Chairperson **collaborates** with the committee to:
 - Achieve the committee's purpose.
 - Submits names and email addresses of committee members to the HOA Board for approval, noting the liaison/chairperson. The HOA Board secretary shares this information with the community through the management agency website. The management agency will update the committee email.
 - Notify the HOA Board of any replacements/new member changes, including the name and email address.
 - Prepare the agenda, remind members of upcoming meeting, date, and location.
 - Represent the committee or select a member to represent and attend the HOA Board meetings.
 - Maintain committee records, i.e., agenda and attendance.
 - Keep the HOA Board informed of committee challenges/progress.
 - Provide the HOA Board with reports concerning activities for the community.
 - Propose to the HOA Board the committee's ideas for improvement of community cohesiveness.
 - Work with other committees to achieve their purposes.
 - Prepare a committee budget to submit to the finance committee.
 - Represent or select a representative to the finance committee to build the community budget

Committee Responsibilities:

- Actively engage in achieving the purpose of the committee.
- Attend committee meetings or notify the liaison if you are unable to attend.
- Respond to committee communications in a timely manner.
- Propose and conduct social events.
- Work in collaboration with other committees to engage the community in events.
- Provide input in the community newsletter, highlighting upcoming events
- Work within the committee to build the committee budget
- Provide input to the Associations Board regarding the annual budget as it relates to the cost of social functions.

Signature of Board President

 Linda Hochsmith

Date 8/5/2022