

EASTLAKE WOODLANDS CONDO VII
SOCIAL COMMITTEE TERMS OF REFERENCE

COMMITTEE NAME: Social Committee

TYPE: Standing

PURPOSE: The purpose of this reference is to define the goal, authority, responsibilities, and membership for the East Lake Woodlands Condo VII Social Committee

The committee purpose is to advise and assist the Board of Directors in identifying the social interests of the community and to facilitate, coordinate and organize events for homeowners/renters to enjoy.

The hope is that residents will get acquainted, share common interests, and have “fun,” while organically building a more cohesive community that is neighborly, courteous, thoughtful, and friendly.

COMPOSITION:

1. The Chairperson and other members of the committee shall be approved by the Board of Directors to serve at the pleasure of the Board of Directors for a period of two years.
2. Committee volunteers must be eligible to serve in good standing- not in delinquency of paying monthly assessments and not in violation of the community’s covenants and restrictions.
3. Committee shall be composed of three or more persons. One of the members shall serve as chairperson. Members of the Board of Directors may serve on the committee.
4. Committee chairperson shall be appointed by the BOD. The Chairperson will be the main contact between the Committee and the Board of Directors and will act as the committee representative.
5. The Committee Chair and members will serve two-year terms. Committee members may serve consecutive terms. Members may join or leave as indicated during a term.
6. The Board of Directors reserves the right to appoint or approve a new chair or new committee members at any time.

OPERATION:

1. The committee shall meet at the call of the chairperson who shall preside at the meetings, and present the reports of the committee to the Board of Directors.
The committee chairperson, or a representative from the committee, shall attend regular meetings of the Board of Directors as indicated or needed, based on BOD recommendations.
2. The committee shall elect a Vice-Chairman who shall act in the absence of and with the power of the chairperson.

3. A quorum for the conduct of committee business shall consist of a majority of the members of the committee.
4. Each member of the committee, including the chairperson, shall have one vote: and an affirmative vote of a quorum shall constitute a decision of the committee.
5. The committee will meet independently of the board on its own accord. Members are encouraged to attend committee meetings.
6. Committee must provide all proposals in writing to the Board of Directors. The BOD will review and communicate its approval/rejection of the proposal with 10 business days. No project may be initiated or enacted without the consent of a majority of the Board of Directors.
7. Meeting minutes are not required. The committee may elect to take minutes, but they will not be a permanent record of the association. Minutes will be solely for the purpose of the committees use and reference.

DUTIES AND RESPONSIBILITIES:

1. Organize and plan social, and special activities for the benefit of all East Lake Woodlands Condo VII residents and guests.
2. Recruit and organize volunteers for events as necessary.
3. Listen to and consider suggestions and concerns of East Lake Woodlands Condo VII residents regarding ideas for events.
4. Establish a budget for each proposed event and submit to BOD for approval.
5. At the end of calendar year, assess and evaluate committee effectiveness and areas for change, as indicated.

CHAIRPERSON DUTIES:

1. Provide leadership and ensure committee members are aware of their obligations and that the committee complies with its responsibilities.
2. Schedule committee meetings and provide appropriate communication with members.
3. The chairperson shall NOT have the right to enter into contracts.
4. The chairperson shall NOT be reimbursed for any committee expenditures that were not first approved by the BOD.

COMMITTEE MEMBER DUTIES

1. Suggest, plan and; assist in the implementation of events.
2. Attend committee meetings.
3. Assist with set-up, break down and clean up for events.

FRIENDS OF THE COMMITTEE

We welcome and encourage members who are unable to regularly attend meetings and/or wish to contribute their time or expertise to the Committee or a specific committee project of limited duration to join as they are able or interested.