

CHARTER FOR SOCIAL ACTIVITIES COMMITTEE

AUTHORIZATION

The Social Activities Committee is established by the Board of Directors under ARTICLE V, Section 2(g), of the By-Laws of the Heritage Harbour Community Association on February 10, 1998, and will serve at the pleasure of the Board.

PURPOSE

The Board of Directors requires the support of the Social Activities Committee in sponsoring social activities for the Association Members' enjoyment of common amenities.

SCOPE

The area of responsibility of the Social Activities Committee is the conduct of social activities for Association members in/on community facilities.

PRIMARY FUNCTIONS

The primary functions of the committee are:

- Prepare and coordinate an annual social activities calendar. Events on this calendar preempt other requests for the same date and facility.
- Review proposed budgets for revenues and expenses related to the conduct of planned social activities
- Schedule, plan, conduct, and evaluate several social functions in Community facilities per year.

SPECIALIZED FUNCTIONS

The committee has the following specialized functions:

- Collect and deposit in a checking account to be established in the name of the Heritage Harbour Social Activities Committee all revenues generated by committee-sponsored events.
- Pay all valid invoices and bills for expenses directly associated with events sponsored by the Heritage Harbour Social Activities Committee, which shall include such items as County Liquor licenses, caterers, food, beverages, decorations, supplies, entertainment, and sound systems.
- Maintain accurate records of funds collected and disbursed.

- Contribute, at its sole discretion, up to \$500 for the purpose of:
 - Improving a common area, open space, community facility, or recreational facility
 - Supporting a community-wide activity sponsored by a Registered Activity.

COORDINATION

The committee shall coordinate its activities with the General Manager, Buildings Committee, Clubhouse Dining Room Committee, Interior Decor Committee, Television Committee, and Registered Activities that use Lodge facilities (i.e., Dining Club, Square Dance Club). The committee should send representatives to the periodic coordinating meetings of Board Committees.

MEMBERSHIP

The committee shall have:

- A chairperson committed to the effective functioning of the committee. In the event the committee is unable to provide a chairperson, the Board shall appoint one.
- At least two other members, including a secretary and treasurer, to be selected by the chairperson. If possible, all electoral districts should be represented.

The committee shall adopt committee rules that define its terms of office, election procedures, and membership procedures and file these rules in the Association office.

MEETINGS

Meetings of the committee shall be open to all Association members and be advertised in *Harbour Lights*, on the Heritage Harbour television channel, or by some other appropriate means. The committee shall provide records of its activities for filing by the General Manager. These records shall be available for review by the Board of Directors or any Association member, and be passed on to successors.