

REFLECTION LAKES AT NAPLES SOCIAL COMMITTEE CHARTER MAY 17, 2022

Mission Statement: The Social Committee shall provide a diverse range of events and activities for the enjoyment and/or education of the members of the Reflections Lakes community that are designed to appeal to a wide variety of people and age groups.

Committee Members:

- The committee shall consist of at least three members who are RLN residents (either full time or seasonal). Members shall be appointed by the Board of Directors (BOD). Members serve at the pleasure of the BOD who may, at any time, remove any member or dissolve the committee.
- The committee shall elect officers annually. Officers shall be a Chair or Co-Chairs, a Secretary, a Treasurer and other officers as the committee sees fit. The chair (or a co-chair) is responsible for submitting reports & minutes to the BOD. The secretary is responsible for taking and maintaining minutes of committee meetings. The treasurer is responsible for maintaining financial records and documentation, for providing monthly financial reports to the committee and, if the committee has a checking account, for maintaining & reconciling that account. Financial reports shall include detail at the event/activity level.
- Committee members are expected to actively participate by attending social committee meetings and assisting with social events/activities by planning and/or setting up and/or working at and/or cleaning up.

Meetings:

- The Social Committee shall hold regular monthly meetings.
- A meeting quorum is 40% of the appointed members present in person or by phone/video conference. Committee approvals require a majority vote of the members present.
- The committee or sub-committee(s) may meet more often as necessary to support planned events and activities.

Committee Responsibilities: The committee is vested with the following powers and duties.

- Provide a monthly report to the BOD regarding past & upcoming social events & activities.
- Provide a monthly financial report to the BOD.
- Provide minutes of social committee meetings to the BOD monthly.

- Publish a monthly calendar of events on the website and promote social events/activities via a combination of email blasts, CCTV & posters.
- Post a meeting agenda in the clubhouse at least 48 hours in advance of the regular monthly meeting.
- Designate a leader or co-leaders for each social event/activity.
- Establish a date, time and budget for each social event/activity.
- The chair or designated co-chair shall approve any invoices or credit card statements that are related to social events/activities that will be paid by the HOA.
- Establish a procedure for expenditures from any committee checking account in conjunction with the HOA treasurer and property manager.
- Submit recommendations to the BOD regarding the budgets for social events/activities during the HOA budgeting process.
- Fulfill other duties as directed by the BOD.

This charter was adopted by the Board of Directors on May 17, 2022. It supersedes and replaces all prior charters. There are 7 total Board members. 6 members voted for approval and 0 members voted against approval. The vote of each member is reflected in the minutes of this meeting.



Reflection Lakes at Naples Master Association, Inc.

Date: May 17, 2022

By: Angie Ruest, President
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