

## ***The Preserve at Hamilton Mill Social Committee***

### **Social Committee - Mission Statement:**

The purpose of the Social Committee is to foster a cohesive community by organizing fun, interesting events for the entire community, allowing neighbors to meet and socialize with each other. While we attempt to plan full-subdivision events at least twice a year, we also encourage the formation of small activity groups within the neighborhood to meet the needs of all our residents. The Social Committee has a suggested membership of four to six people.

### **Social Committee - Duties and Responsibilities:**

The responsibilities of the committee may include:

- Brainstorm and request ideas from the community for association social events and plan events for the year in advance.
- Propose an annual budget for submission to the HOA Board, based on the estimated cost of the Social Committee events planned for that year. HOA funds can only be used for HOA sponsored events and may not be used for small group activities.
- Report activities and planned events to the HOA Secretary, and work at the direction of the HOA Board of Directors.
- Provide notifications to the neighborhood for all planned events.
- Execute planned events.
- Submit a newsletter article each quarter to the HOA Secretary

**Social Committee - Committee Chair Responsibilities :**

1. Conduct the meetings of the committee. Ensure that minutes are kept of all committee meetings, and that they are submitted to the HOA Board
2. Act as the official conduit between the Social Committee and the HOA Board
3. Coordinate the committee's activity for the annual planning and budget proposal
4. Monitor the Social Committee spending against budget funds allotted, making sure that the Social Committee is a good steward of HOA funds.
5. Ensure that Social Committee billings and expense reimbursements are handled in a timely manner.
6. Fulfill all the responsibilities of any Social Committee member

**Social Committee - Committee Members Responsibilities:**

1. Help solicit ideas for neighborhood activities from the residents of the community.
2. Provide a welcoming atmosphere for any and all new residents, helping to make them feel a part of our community.
3. Participate in the planning, communication, set-up, and cleanup for any HOA sponsored social function.
4. Obtain pre-approval for any personal expenses that will be incurred for Social Committee activity. Submit any expense reimbursement requests in a timely manner.
5. As needed, help support the creation and function of neighborhood clubs, meetings and activities.
6. Encourage neighbors to participate in any neighborhood function, whether it is a full HOA-sponsored neighborhood function, or a neighborhood small group club, meeting or other function.
7. Participate in the committee's activities by recording and distributing minutes of meetings.
8. Provide timely input and suggestions to aid the planning and execution of committee functions.

