



Lakes of Pine Forest HOA Social Committee Charter

Description and Responsibilities

Committee Purpose:

The Social Committee's purpose is to facilitate interaction among LOPF homeowners through a variety of planned social events designed to appeal to a wide cross section of the LOPF residents. The intended result is improved neighborhood camaraderie, fellowship and sense of community.

Term:

Standing Committee

Social Committee Members:

The committee is headed by a Chairperson along with Event Coordinators and Volunteers.

Term of Appointment:

The President appoints the Chairperson and the Event Coordinators annually as per the bylaws during the HOA annual meeting or as soon thereafter as convenient. The appointment shall become effective immediately upon appointment and shall remain effective until the next annual meeting or replacements are appointed. Nominations are made/taken on a voluntary basis. Any LOPF homeowner is eligible for nomination and appointment. Volunteers are selected as needed per event by the Chairperson and/or Event Coordinator.

Chairperson:

1. Develops a list of proposed social events for the upcoming calendar year, including a proposed schedule and budget, and submits a written proposal to the BOD. Submission should be timed to coincide with the setting of the HOA operating budget for the upcoming year.
2. Seeks BOD approval for all proposed social events by completing the event sign off form. Submissions should be timed to coincide with a BOD meeting prior to the event.
3. Schedules and presides over meetings to plan upcoming events.
4. Appoints Event Coordinators to assist with the planning and execution of specific events.
5. Oversees Event Coordinator activities, including troubleshooting and ensuring adherence to allotted budget.
6. Ensures overall adherence to annual budget, and provides written accounting to the BOD through the designated BOD liaison.
7. Ensures that all receipts, associated with events that have taken place, are properly submitted to the Community Manager for reimbursement, as necessary.
8. Maintains Social Committee record book, containing a detailed description of past events, including:
 - a) Invitation flyers.
 - b) Materials needed and consumed, including pricing of individual materials, locations purchased, menu served and whether any materials remain for future use, as applicable.
 - c) Budgeted vs. actual expenditures.
 - d) Volunteer manpower needed/received.
 - e) A summary of the event, including community feedback, for purposes of planning future events;



9. Prepares a committee report for submission to the community newsletter (as applicable), maintaining copies of submissions to provide guidance for future submissions;
10. Monthly (or more or less frequently, as needed) interaction with the Board of Directors at meetings or BOD liaison to ensure timely reporting of events, successes, difficulties and issues to the BOD;
11. Maintains the inventory of all leftover supplies from each event. Supplies when possible should be housed in the pool building. When not possible or practical, the Chairperson, Event Coordinators or Volunteers may maintain these items in his/her home. However, the Chairperson is responsible for maintaining a location and inventory log for any such materials;

Event Coordinator:

1. Receives assignment of particular event responsibility from Chairperson;
2. Develops invitation flyers for the event, submits same to Chairperson for approval, and coordinates the distribution to LOPF homeowners. The HOA Board recommends that invitation/event flyers be distributed electronically through the Community Manager when possible.
3. Secures a location for the event, if necessary, with the assistance of the Chairperson and approval from BOD for HOA facilities;
4. Sets the date for event;
5. Plans the food and drink with social committee input;
6. Recruits volunteers to assist with all aspects of event execution, including, but not limited to the following:
 - a) Event Sign placement around the neighborhood;
 - b) Help with food, drink, paper products and utensils;
 - c) Planning and execution of activities/games and getting prizes, if applicable;
 - d) Preparing sign-up sheets and name tags;
 - e) Decorations;
 - f) Set up/clean up;
7. Maintains communication with Chairperson regarding the assigned event, to ensure that budget restrictions are met.

Volunteer:

1. Performs planning and execution functions as assigned by Chairperson or Event Coordinator;
2. Attends Social Committee planning/work meetings as required.

Budget:

The budget will be determined by the Board of Directors on an annual basis. Social Committee will be allotted these funds to plan all events within the calendar year. All costs associated with capital expenditures shall be presented to the BOD for approval. BOD will determine if additional funds are available for capital expenditures or if items are to be purchased from the Social Committee budget.

Event Authorization Form

Event Authorization Form shall be submitted for approval by the BOD to confirm event as a sanctioned HOA function. Events must be approved prior to flyer distribution for the event.



Event Authorization Form

Event Name: _____

Event Date: _____

Facility(s) for event: _____
(Pool, Pool Restrooms, Playground, etc.)

Start Time: _____

Required Set up Time: _____

End Time: _____

Required Clean up Time: _____

Names of Volunteers assisting with the Event: Alana Klages, Gloria Allen

Additional resources/support required for the event: We will be providing Coffee, Tea
We will ask for desserts to be brought.

Board of Directors Approval		Date:
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____

Note: Approved form allows Social Committee to distribute event information to homeowners via flyers and CMA resources and manage the event based on the specified details.