

SOCIAL COMMITTEE CHARTER

Purpose: To initiate and organize events for the benefit and enjoyment of the residents of the Royal St. Andrew Association, Inc.

Structure: The committee shall be comprised of at least three unit owners one of which will be named as chairman of the committee. A Board liaison shall be assigned to the committee to assist the committee on procedural questions and represent the committee at Board meetings should the committee chair not be available. The liaison shall not be considered as a committee member.

Meeting Requirements: The posting of meeting notices is not required but suggested. Such meetings shall be open to all unit owners. The committee chair shall submit to the Manager an abbreviated account or report from these meetings.

Authority / Duties:

1. Initiate and plan all social events and confirm calendar date(s) with the Manager for potential conflicts.
2. Authorized to make purchases of food, drink and other event sundries as well as contract with caterers as long as expenses remain within the allotted budget for 'meeting and social'. Receipts for purchases shall be approved by the committee chair prior to submission to the Manager for payment. If event costs are projected to exceed the annual budget, the committee Chair shall prepare an event(s) budget to review with the Manager for approval by the Board.
3. Advise Manager on requirements for furniture placement and equipment needs.
4. Arrange for event clean up. Cost of any 'contracted' clean-up shall be considered as part of the event cost for budgeting purposes.
5. Authorized to conduct owner survey's with prior approval of the Manager or Board for planning of major events if it is determined by the committee to be necessary.
6. Prepare and present reports to the Board at its regularly scheduled meetings.

Board Approved: 4-18-19