



Social Events and Communications Committee Charter – Sherwood Forest Homeowners Association

I. Introduction

The purpose of this charter is to establish and define the responsibilities, authority, and structure of the Sherwood Forest Homeowners Association (SFHOA) Social Events and Communications Committee (SECC). This committee was formed to address specific tasks and initiatives within the community, fostering collaboration among homeowners and ensuring the effective management of shared resources.

II. Committee Name

The committee shall be known as the Sherwood Forest Homeowners Association Social Events and Communications Committee, hereinafter referred to as the "SECC"

III. Purpose

The SECC is established as a standing committee of the SFHOA Board of Directors with the primary purpose of fostering a sense of community, promoting neighborly interaction, and enhancing communication among residents within the community. The committee shall plan, organize, and coordinate social events, activities, and communication initiatives to enrich the quality of life and strengthen the bonds among homeowners.

IV. Scope of Responsibilities

The SECC shall have the following responsibilities:

- a. Plan, organize, and execute a variety of social events and activities throughout the year, such as welcoming new residents, picnics, holiday celebrations, movie nights, community potlucks, and recreational outings, to promote engagement and camaraderie among homeowners.
- b. Collaborate with local vendors, sponsors, and community partners to enhance the quality of social events and activities offered to residents.
- c. Develop and maintain a comprehensive calendar of upcoming events, including dates, times, locations, and event descriptions, to facilitate promotion and participation by homeowners.
- d. Utilize multiple communication channels, such as newsletters, email announcements, social media platforms, community bulletin boards, and the SFHOA website, to disseminate information, updates, and reminders about upcoming events, community news, and relevant announcements.
- e. Solicit feedback, suggestions, and ideas from homeowners regarding social event preferences, themes, and improvements to enhance the overall resident experience.
- f. Coordinate with other HOA committees, neighborhood groups, and volunteer organizations to promote collaboration and synergy in planning and hosting community-wide events and initiatives.
- g. Maintain records, documentation, and evaluations of all social events and communications activities for review and analysis to inform future planning and decision-making.



h. Develop and implement strategies to encourage active participation, volunteerism, and community involvement in social events and communications initiatives among homeowners of all ages and backgrounds.

V. Committee Composition

The SECC shall consist of enthusiastic and creative homeowners who are passionate about building community spirit, fostering connections, and enhancing communication within the neighborhood. The committee members shall be appointed by the HOA Board of Directors and may include individuals with event planning experience, marketing expertise, communication skills, or a genuine interest in promoting social cohesion and neighborly interaction. The committee shall strive to maintain a diverse representation of residents from different interests, and areas within the community.

VI. Meeting Frequency and Quorum

The SECC shall meet regularly, at least once per month, or more frequently as necessary to fulfill its responsibilities and objectives. A quorum shall be established when a majority of committee members are present at a meeting. Meetings may be conducted in person, virtually, or through other means deemed appropriate by the committee.

VII. Reporting Structure

The SECC shall report directly to the HOA Board of Directors. The committee shall provide regular updates, reports, and recommendations to the board on proposed amendments, revisions, or improvements to the governing documents. A committee chairperson will be appointed by the BOD. The committee chairperson or designated representative shall attend HOA board meetings to present committee updates and respond to inquiries from the board members.

VIII. Code of Conduct and Confidentiality: Committee members shall adhere to the highest standards of professionalism, integrity, and ethical conduct in the performance of their duties. Members shall respect the confidentiality of sensitive information discussed during committee meetings and exercise discretion when communicating with homeowners, vendors, and other stakeholders. The BOD may remove any committee member for violating any section of this charter by a simple majority vote of the BOD.

IX. Amendment and Review: The SECC charter shall be reviewed annually by the SECC in consultation with the HOA Board of Directors. Amendments to the charter may be proposed by the committee or the board and shall require approval by a majority vote of the board.

X. Adoption and Acknowledgment: This SECC charter shall be adopted upon approval by the HOA Board of Directors and distributed to all committee members for their acknowledgment and adherence.

Chairpersons: Mandy Jackson, Susan Sokolowsky

Members: Simona Bote, Lindsay Sokolowsky, Kristie Snape, Deidre Cochran, Cheryl Thomas

Approved by the HOA Board of Directors on February 26, 2024