

WINDSOR PARK HOA BOARD OF DIRECTORS SOCIAL COMMITTEE CHARTER

The Social Committee is established as a standing committee. The Committee will consist of FIVE (5) – SEVEN (7) members approved by the Board of Directors. Three members must be present at a meeting to form a quorum.

The Committee shall operate under the following guidelines:

- Reports to the Board of Directors
- Conducts meetings at least quarterly
- The Chairperson shall maintain minutes of all meetings and provide copies to the Board of Directors
- The Committee will plan, organize and promote special event functions, social activities, and hobby club events in coordination with the Property Manager.
- The Chairperson shall prepare an annual major event calendar and proposed budget no later than Sept 30th of each year.
- The Committee shall defer to the judgment of the Board on all issues regarding financial operations, contracts, and legal requirements pertaining to Committee activities.
- The Committee shall present to the Board for approval any proposed expenditures over \$250.
- The Committee shall not open any bank accounts, enter into oral or written contracts/agreements on behalf of the Association or the Board, or allow any of its participants to represent themselves as authorized agents of the Board or the Association, to third parties.
- Assist in advertising Committee sponsored activities.
- Participate in selling and collecting money for various activities.
- Assist in decorating, preparing and hosting all sponsored activities and events.
- No member of this Committee or any of its support groups shall receive compensation of any kind.
- The Committee may take on other tasks as directed by the Board.