

Queenland Manor Homeowners Association

Social Committee Charter

PURPOSE:

The Queenland Manor Homeowners Association Board of Directors (BOD) has authorized the establishment of the "Social Committee" to organize social events for the Queenland Manor community. The purpose of the committee is to serve at the will of the BOD on all matters pertaining to the planning, scheduling and reporting of functions, events and social activities for the enjoyment of all residents and to foster a sense of community.

COMMITTEE STRUCTURE AND TERMS:

The Social Committee will be chaired by the "Social Director", preferably a member of the Board of Directors, *in the event that hardship makes that impossible*, the social director may be appointed at the discretion of the Board of Directors. This position will continue as long as he/she is volunteering for the Queenland Manor Homeowners Association and will end upon his/her resignation or removal from the Committee by the BOD.

The committee shall be comprised of 3-5 community member volunteers and is open to anyone willing to contribute to the purpose. Members will be appointed by the BOD.

Appointment consideration criteria will include but will not be limited to relevant experience, willingness and availability to serve, ability to get along with others, fairness, firmness and ability to function with a team.

AUTHORITIES AND RESPONSIBILITIES:

All committee members shall serve at the will of the BOD. The BOD has the right and authority to disband and discontinue any committee or subcommittee, as well as appoint or dismiss any committee member or subcommittee member, with or without cause.

The BOD may delegate any or all of the authorities vested in the Board by the Governing Documents of the HOA, to the Social Committee, and these authorities may change at any time in accordance with the desires of the Board. The Committee will assist the Social Director/Chairperson in all matters pertaining to suggestions, planning, and scheduling of events and arranging of volunteer staffing. The committee may also be asked to assist in reporting on events as well as be involved in the budgetary planning and fiscal responsibilities related to such events.

The Social Committee shall develop an annual plan and budget for the HOA/BOD and this plan, in conjunction with the specific authorities granted by the Board, shall constitute the sole operating authority of the Social Committee. The plan should encompass a 6-12-month period, and all activities and budgets recommended by the Committee shall be voted on by the BOD.

The Social Committee is not authorized to financially or legally obligate the HOA in any manner (i.e. contract for services, hire contractors, borrow money, purchase equipment and supplies, or approve request on behalf of the BOD) unless it has been specifically approved in the Annual Plan and Budget for the Committee or by the BOD.

The Committee shall meet as needed - *at least once a quarter for planning*. Monthly meetings may take place as needed for upcoming events and planning purposes. All official meetings of this Committee will have at least a three-day (3) prior notification to the committee members. The meeting minutes shall be emailed to the HOA Manager within 5 days after any committee meeting and will serve as the report to the Board for the next regularly scheduled Board meeting.

The BOD also has the right and authority to take action and/or make decisions with or without involving any committees and to take action and/or make decisions which are consistent with and/or contrary, in whole or in part, to any committee or subcommittee recommendations, should they see the need. The BOD also has the right to amend this charter, should it require.