

CONSERVATORY AT THE PLAINS HOA SOCIAL COMMITTEE CHARTER

MISSION STATEMENT: Serve as a Committee of the HOA Board to plan activities and events through an annual plan submitted for approval in August for the following year to enable residents of all ages to develop friendships and a sense of community among neighbors in the Conservatory at the Plains.


SOCIAL COMMITTEE MEMBERSHIP: It will be a standing committee of the HOA. Committee membership will not be limited to a specific number. In general, all those interested can participate. A Conservatory Board member will be assigned as a liaison and they will be the first point of contact for the committee if questions arise.

SOCIAL COMMITTEE LEADERSHIP: Social Committee Chairs, Co-chairs will be appointed by the HOA Board. The responsibility of scheduling meetings, devising agendas, leading discussions, reporting to their liaison, HOA Board and advertising planned events is held by the committee Chair & Co-Chairs. Event/activity coordinators will be assigned to each activity. All committee members are encouraged to volunteer for leadership roles in coordinating some of the activities.

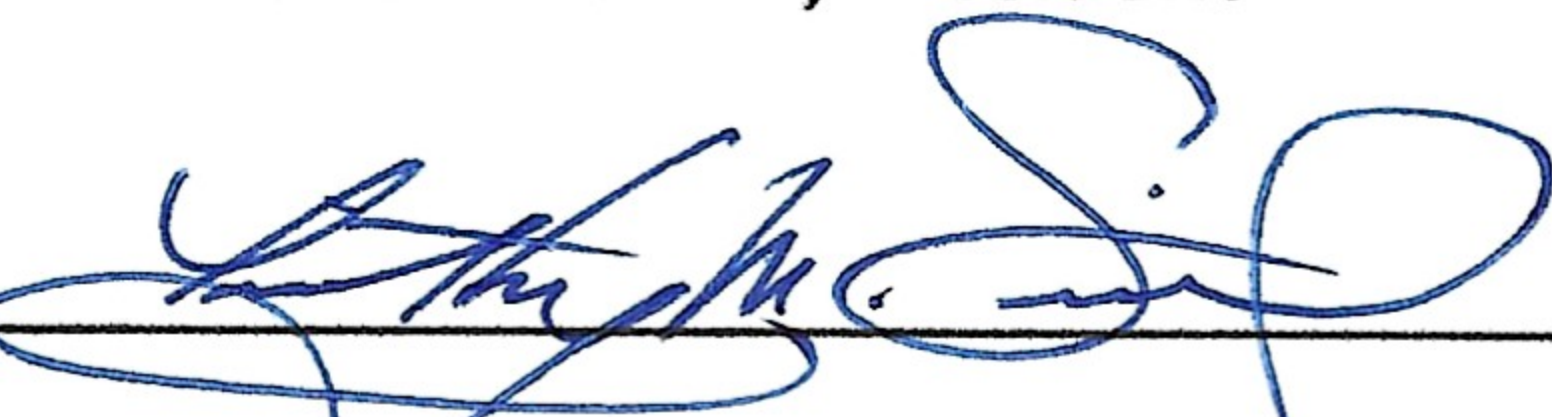
SOCIAL COMMITTEE BUDGET: The HOA Board sets an approved maximum budget amount in September to enable the Social Committee to carry out its mission. This amount is based on specific event/activity plans submitted with the August annual plan for approval. The committee should track expenses for each activity separately and submit receipts for reimbursements to the management company.

SOCIAL COMMITTEE MEETINGS/EVENTS: The committee will meet on a regularly scheduled basis. Execution/action steps will occur between meetings for proper planning. Coordinators of events and their event committee members may meet more frequently to plan event details and purchase supplies. Minutes of the Social Committee Meetings should be kept by a designated committee member, include financials and proposals for new events not included in the annual plan. Minutes are sent to the HOA management company and their designated liaison one week prior to the monthly board meeting.

SOCIAL COMMITTEE CHAIRS are authorized to reserve the clubhouse without fees and are required to follow all standing clubhouse rules. The committee is permitted to decorate the clubhouse during the year with appropriate seasonal decorations. The committee may store decorations and other special equipment/supplies used for regular clubhouse events in designated storage areas. The Social Committee may request email blasts through the communications committee for approved events. Other advertising permitted include flyers, newsletter articles and Social Media announcements.

By: 

Helen Hardin, President

By: 

Tim Siml, Secretary

Date: Updated May 13, 2021 5/20/2021