

FOUR SEASONS LAKESITES PROPERTY OWNERS ASSOCIATION

Approved by Board of Directors March 15, 2011

TITLE: SOCIAL COMMITTEE

AUTHORITY: Board of Directors

ORGANIZATION: Chairman and members are selected by the committee and appointed by the Board. Members should represent a variety of neighborhoods, gender and ages. Board member(s) advisor will be appointed to the Committee to help facilitate communications between the Committee and the Board. The Board member liaison will attend Committee meetings

PURPOSE: To assist party host and hostesses with party planning and promoting POA events. The committee will assist the Board of Directors, as requested, by making recommendations regarding the overall strategy of the POA social events, including types, frequency, timing, location, and budget.

MEMBER GUIDELINES:

- Will have a maximum term limit of four (4) years and may be reappointed by the Board for one additional two (2) year term

CHAIR GUIDELINES:

- Preside over Committee proceedings and, upon consulting with Committee members, will coordinate meeting schedules, agenda, assign tasks and responsibilities
- Be available to the Board and email proficient
- Have a maximum term limit of two consecutive years, appointed annually by the Board
- Fully share information with his/her Committee and the Board
- Provide a Social Committee report at quarterly Board meetings
- Responsible for overseeing expenditures from the Social Committee account. (This may be done by appointing a committee member to be Treasurer.)

RESPONSIBILITIES:

- Inventory and stock liquor cabinet
- Will identify set procedures to review with host/hostesses, i.e. Host Guide
- One or more committee members will be available to meet with host/hostesses PRIOR to the hosted event being advertised to review the Host/Hostess Guide.
- Provide guidance as requested, and facilitate the work of the host/hostess
- One or more committee members will be available to meet with host/hostesses AFTER the hosted event being advertised to review the Host/Hostess Guide.
- Make the host/hostesses aware of available decorations, supplies, furniture
- Maintain a file of records of previous parties (pre-party budget and post party final report)
- Supply items identified in the Host Guide
- Work with and support the Activity Director and hosts to identify who is responsible for details related to the party/event, i.e., nametags, attendee roster, etc. Facilitate smooth interactions between hosts/volunteers/suppliers/Activity Director and necessary others for sanctioned events.

