

The Retreat at Greenbrier Condominiums Association
Social Committee Charter, Policy and Guidelines

Revised January 14, 2019

General: The Social Committee's assists the Board with planning and organizing The Retreat's social events. The following guidelines have been approved by the Board of Directors to provide an understanding of the role of the Social Committee and its members. The Board grants the Social Committee the use of the Clubhouse for its functions without charge. Due to legal restrictions, under no circumstances will the Clubhouse be used for commercial endeavors.

Purpose: The Social Committee serves to build camaraderie, fellowship and unity among residents of The Retreat community through scheduled social events.

Structure: The President of the Board appoints the Board's Liaison to the Social Committee and a Retreat resident to Chair the Social Committee. The Chair appoints at least 2 and not more than 8 other residents who will serve as committee members.

The Social Committee has two subcommittees: Calendar/Weekly Events Coordinator and Clubhouse Rental Coordinator. The Chair may appoint additional subcommittees as needed for special events such as the annual Christmas party.

Members of Board committees, their subcommittees, and event coordinators are volunteers; and no member may serve as a Board member.

Duties and Responsibilities: The Social Committee Chair, or designee in the Chair's absence, schedules meetings monthly or on an as-needed basis and posts a copy of each meeting agenda on the Clubhouse door at least 3 days prior to the meeting. The Social Committee, under the guidance of its Chair, performs the following duties and responsibilities:

- Organizes and plans monthly social, cultural and special activities for the benefit of The Retreat residents and their occasional guests. The Board reserves its right to approve the events.
- Encourages residents to serve as chairperson for those activities.
- Selects a committee member to take minutes, to circulate the minutes for the Committee's and Board Liaison's review, and upon approval, to forward a copy to the Board President, webmaster and Association Manager.
- Notifies The Retreat community of all committee and subcommittee meetings.
- Presents an update on Social Committee events at the Board of Directors' monthly general meetings.

- Provides oversight of all social activities held in the Clubhouse, except private parties.
- Provides event coordinators or subcommittee chairs with the Party Planning Guide that includes instructions for organizing an event, budget, posting notices and other publicity.

The Calendar/Weekly Events Coordinator will:

- Distribute to the community via email a community calendar of monthly events and programs to include private clubhouse reservations; and
- Provide the webmaster with a copy of the calendar and weekly events to be posted on The Retreat's website.

The Clubhouse Rental Coordinator will coordinate with the Calendar/Events Coordinator to avoid scheduling conflicts.

Funds Management: The Social Committee Chair or designee:

- Is responsible for submitting to the Board's Treasurer, when requested, a recommended yearly budget based on prior years expenses and projected expenses.
- Appoints a committee member to track committee expenditures, to ensure expenditures conform to each event's budget, as set by the committee, and to coordinate, at a minimum, an annual reconciliation of the committee's budget with the Association Manager.
- Is responsible for submitting receipts for an event to the Treasurer for approval within 30 days of the event, for monthly financial management tracking. The Treasurer will submit approved receipts to the Management Company for reimbursement; and reimbursement for the expenditures will occur within 30 days.

Committees serve at the pleasure of the Board of Directors; and their members, subcommittee members, and event chairs and members are not authorized to financially or legally act, either verbally or in writing, on behalf of the Association. Such actions include, but are not limited to, contracts for services, borrowing money, and/or purchasing equipment.

The Social Committee may purchase event food and/or supplies within the funds it has set aside for each event.