

# Loveland Courtyards Condominium Association

## Social Committee Charter

<b>Mission / Purpose:</b>	The Social Committee is a standing committee chartered to advise and assist the Board in developing and operating a community leisure-time comprehensive program for all age groups and interests.
<b>Responsibility:</b>	<ul style="list-style-type: none"> <li>• Develop an annual social and recreational plan for the Loveland Courtyards community.</li> <li>• Present annual plan and proposed budget for each event to the Board for consideration and approval. Adoption of the plan shall constitute the basis of the activities and events for the year.</li> <li>• Review requests from the Manager for items not in the current fiscal budget.</li> <li>• Coordinate with Management to promote social activities via email, flyers, and newsletters.</li> <li>• Assist in the running of social functions.</li> <li>• Submit event reconciliation within 10 days of each event including an expense and income report and the number of attendees.</li> <li>• Perform such other social functions as directed by the Board.</li> </ul>
<b>Membership:</b>	The Social Committee shall be composed of no less than three Loveland Courtyards residents who shall be in good standing throughout the term of office. One member shall be appointed Chairperson by the Board and will be the liaison to the Board of Directors. The members of this Committee shall be appointed and removed by the Board at any time, with or without cause. Homeowners do not have the right to appoint themselves to committees.
<b>Meetings:</b>	The Chairman will schedule committee meetings at least quarterly, create an agenda, and record minutes. The Chairman or designated member shall attend Board meetings to review the minutes and answer questions.
<b>Reporting:</b>	The Committee will prepare written meeting minutes and a report of its planned, ongoing, and completed activities to the Board at least five (5) days prior to a Board meeting.
<b>Newsletter:</b>	The Committee shall provide regular updates to the Association quarterly newsletter as a method to promote social events and activities.
<b>Reports To:</b>	The Board of Directors
<b>Term:</b>	Term will continue if he/she is a member of the committee and will end upon his/her resignation or removal from the committee.
<b>Budget &amp; Expenses:</b>	The Committee's budget will be determined by the Board of Directors on an annual basis. The Committee Chair will submit expenses to the manager for reimbursement. Committee members seeking reimbursement for personal expenses shall submit them to the Committee Chair. The Committee may request additional funds from the Association and any additional Association funds must be approved by the Board.