

# Regency Communities Social Committee Charter

## I. Purpose

The primary function of the Social Committee is to: Develop and deliver a schedule of events that are designed to drive maximum socialization of the entire neighborhood throughout the year.

## II. Organization

The Committee shall be comprised of up to 5 members, each of whom shall be residents of Regency Communities. Each member must be approved by and appointed by the Board.

## III. Term of Office

Committee Members shall serve for one year subject to renewal by mutual agreement of the member and the Board. Each term begins on the date of the association's annual meeting.

## IV. Responsibilities and Duties

To fulfill its responsibilities and duties, the Committee shall adhere to the following:

- The members' duties shall be to:
  - Ensure committee activities, actions, recommendations, and expenditures have the best interests of all residents in mind.
  - Elect a chairperson who will communicate with the Board liaison to apprise him or her of all committee meetings, suggestions, feedback, questions, or requests.
  - Provide the Board with a written report of recent and upcoming committee events, discussions, activities, etc. one week before each Board meeting.
  - Provide the Board with a schedule and budget for events at least 2 months prior to the first event of the year.
  - Attend and coordinate the events to ensure they run smoothly.
  - Keep in contact with the management company liaison and other committees to take advantage of cross-committee events (i.e. including the Community Watch or Pool Committee in events or planning when appropriate).
  - Provide updates, photos, and pertinent documents for display on the association website.
- The chairperson and the member shall NOT have the right to:
  - Disburse correspondence or fliers
    - Fliers placed in the mailboxes are illegal. Other placements cause litter, tape or glue damage, and bring complaints from residents.
    - Committee correspondence is properly brought to the Board liaison or the management for approval by the full Board and disbursement by the management company to ensure all homeowners are included.
  - Enter into contracts which bind the association.
  - Be reimbursed for any committee expenditures that:
    - were not first approved by the Board of Directors
    - do not conform to this Committee Charter.
    - do not conform to the association budget.
    - were not submitted using the approved Committee Expenditure Reimbursement Form.
    - did not include appropriate back up information (i.e. receipts, invoices, etc.).