

Sterling Woods Social Committee Charter

1. **Purpose:**The Social Committee helps to keep members of Sterling Woods engaged and foster a sense of community.
2. **Guidelines:**
 - a. The Committee will consist of no more than 5 members.
 - b. Meetings will meet quarterly or more if needed.
 - c. Members will meet at one of the member's homes or an offsite location.
 - d. The Committee has no spending authority. Any cost must be approved by the Board.
 - e. A chair person will be identified by the Board to run the Social Committee.
Responsibilities of the chair are:
 - Establish the focus of the meeting.Communicate and coordinate the objectives.
 - Notes Should be taken.What decisions were made. Date, Place, Event etc.
 - Present Recommendation to the Board for approval of activities.
3. **Responsibilities:**
 - a. The purpose of the Committee is to plan established social events ie. (After Holiday Party)
 - b. Create new outings and/or events and encourage participation by way of newsletter, email, flyer or word of mouth.
 - c. Produce content for the newsletter and present it to Board Members for approval and publication.
 - d. Assist with refreshments before Sterling Woods Annual, Budget or Special Meeting.
 - e. Assist with welcoming of a new Sterling Woods owner or tenant.
 - f. Undertake Ad-Hoc (Special Purpose) projects at the request of the Board to improve community engagement.
4. **Committee reports:**
 - a. The committee reports will be the recommendations of the committee which should be presented to the Board of Directors. The plan should be emailed to the Board and then verbally discussed.

All committee members shall serve at the will of the Board. The Board has the right and authority to disband and discontinue any committee or subcommittee, as well as appoint or dismiss any committee member or subcommittee member, with or without cause. The Committee has no spending authority. Any cost must be approved by the Board.