

PSV Social Committee Charter

dated 8/11/15

Committee Responsibilities

Act as liaison between Executive Board (EB) and Residents on matters related to Social Activities carried out for the Pond Spring Village community. These activities typically include, but are not limited to the following:

- Holiday dinners/functions and social gatherings
- Monthly coffee gatherings
- Luncheons
- Bingo
- Visiting speakers and programs
- Charitable activities

Solicit suggest recommendations for events from the committee and community.

Prepare a monthly report prior to each EB meeting for delivery at the meeting and provide representation at the EB meeting

Coordinate with EB on sending general notice alerts to residents and/or placing events on the PSV website calendar related to events and activities.

Coordinate scheduling of events with the Property Management Company to avoid conflicts with clubhouse rental for private events.

The Committee will conduct itself in accordance with the Guidelines for Standing Committees (appended below).

Committee Members

Current Committee Chairperson and Members are listed on the community website

Committee Meetings

Committee meetings are to be held monthly or as needed and are called by the chairperson at a time that accommodates the most committee members

Financial

If applicable, the committee will keep financial records and include them in the monthly report.

Guidelines for Standing Committees

Unless the assembly has appointed a chairman, either directly or through its presiding officer, the first named on a committee, becomes chairman, and so should act as such unless the committee by a majority of its number elects a chairman, which it has the right to do if the assembly has not appointed one, and which a standing committee usually does.

A standing committee must report at the monthly Board meetings and annual meeting. When there is a place in the agenda provided for reports of committees, it should be presented at that time called for by the presiding officer. The Chairperson or someone designated by the Chairperson reads the report of the committee. The report must include the financial record of the committee, and include activities assembly assume responsibility for it. The report is then handed it to the presiding officer, or the secretary.

It is the duty of the chairman to call meetings of the committee, if the Chairperson neglects or declines to call a meeting of the committee; it is the duty of the committee to meet on the call of any two of its members. The chairman usually acts as secretary, but may elect a secretary, who keeps a brief memorandum of what is done by the committee, retaining a record of finances and activities.

Members of the Association have a right to appear at the committee meetings and present their views at reasonable times. But during the deliberations of the committee no one has a right to be present, except members of the committee.

The rules and bylaws of the Association apply to the committee; all major decisions should be put to vote. Instead of the chairman's abstaining from speaking on questions, the chairman should usually be the most active participant in the discussions and work of the committee.

On major decisions in order that the committee may have the benefit of the matured judgment of the committee, a reconsideration of a vote can be allowed, this prevents taking advantage of the absence of members, and enables members who were absent to bring up the question of reconsideration.