

PELICAN STRAND HOA BOARD OF DIRECTORS



Social and Welcome Committee Charter

1. Purpose:

The purpose of the Social and Welcome Committee is to create an environment that is inclusive and welcoming on behalf of the Pelican Strand Community, while advancing the shared interests of cultural and entertaining activities for all residents. The committee does not have the authority to commit funds or make contractual obligations. The committee has no established budget; however, if funds are required they must be approved in advance by the BOD.

2. Type of Committee:

This will be a Standing Committee serving the Board of Directors on a continuing basis, meeting as required by the level of activity and/or as often as deemed necessary by the Board of Directors.

3. Membership:

The committee should consist of no less than seven and no more than nine members. Any homeowner in good standing may serve as a committee member; good standing is defined as having no assessed fines, no violations, no delinquencies, and no felonies. Members shall elect a Committee Chairperson, Vice Chairperson and a Secretary, dependent on the committee's size, with the minimum being a Chairperson and Secretary. The Committee Charter and Chairperson's contact information will appear on the Pelican Strand website (www.pelican-strand.org), or may be obtained by contacting a member of the Board of Directors. The Committee Chairperson will be responsible to report to the Board of Directors in a timely manner determined by the scope and level of committee activity. All members will serve at the discretion of the Board of Directors.

4. Schedule:

Meetings shall be scheduled as often as deemed necessary by the level of activity and/or by the directive of the Board of Directors. Scheduling will be the responsibility of the committee chairperson. Notification of the date, time and meeting location shall be sent to all committee members and Directors, preferable by email.

Social and Welcome Committee Charter

5. Responsibilities:

- A. Meeting minutes must be recorded and sent to all Directors and the Association Manager.
- B. The Chairperson or his/her designee, will be responsible to present a committee report of any meeting activity at the next regularly scheduled BOD meeting.
- C. Identify, produce and carryout a system to welcome new residents to the Pelican Strand Community.
- D. Collaborate to identify the type of social activities to be offered to the Community.
- E. Solicit ideas for activities from residents and encourage participation.
- F. Create a calendar of events to be offered to the Community; preferably with an event scheduled at least quarterly.
- G. Determine details and approximate costs related to any planned event.
- H. Responsible for all logistics occurring to produce a successful event (i.e.,room reservations, entertainment, printing, food, volunteers, etc.)
- I. Advertise schedule events in a timely manner with updates as required.
- J. Analyze results of each event to determine success and identify need for improvements if any, and if event is to become a regular appearance on the Community's Social Calendar.

All committees are expected to adhere to the Declaration of Covenants and Restrictions and By-Laws of the Pelican Strand Community.

Above subject to changes with approval of the Board of Directors.

***Approved by Board of Directors - May 25, 2016.
Revised and approved by Board of Directors - July 14, 2016.***