

## **40 Homewood Avenue Social Committee Charter 2013**

<b>Source of Authority:</b>	Board of Directors
<b>Committee Chair:</b>	Appointed by the Committee.
<b>Board Liaison:</b>	Appointed by the Board.
<b>Members:</b>	Recruited as available and as needed and appointed annually by the Board. Volunteers: Recruited at large and as needed.
<b>Type of Committee:</b>	Standing.
<b>Composition:</b>	At minimum, one Board member, one Chair and no specific number of members.
<b>Term of Office:</b>	Not specified.
<b>Purpose:</b>	To organize and deliver a variety of social events for residents of 40 Homewood Avenue.

### **A. Specific Responsibilities**

- Social events and services including guest speakers, yard sale, exercise classes, library etc. for residents.
- Appoint a member to monitor supplies of wine, decorations and party items in the storage room and advise the Committee of any shortages.
- To support residents who wish to organize their own social events if volunteers are to be recruited, managed and directed by the event's organizer.
- Delivery of event communications to residents via Channel 13, bulletin boards, newsletter and website.
- Social events approved directly by the Board and charity fund raising events are outside the scope of the Committee.

## **B. Activities of the Committee**

Plan, organize and execute social events and services for residents to promote positive interaction at YCC#75.

## **C. Chairperson's Duties**

- Call meetings as necessary and to ensure that all committee members are notified by email or phone of meeting dates and times.
- Book a meeting room.
- Prepare an agenda for each meeting (in consultation with other committee members).
- Call the meetings to order and chair the meetings.
- Ensure that clear decisions are made on each item of business and recorded.
- Ensure all committee members have an opportunity to speak.
- When vacancies occur ensure that new committee members are recruited.
- Provide new committee members with all necessary information and resources.
- Submit committee events to the Board and management by email in a timely manner allowing sufficient time to consider recommendations requiring Board approval.
- Approve committee communications material (e.g. posters, newsletter submissions, website postings).
- Report on attendance, revenues, costs and supplies consumed for each event.

## **D. Approvals**

- Events are intended to break even or make a small profit and are approved where ticket sales cover the costs.

- Events that are free to residents but carry cost to the Corporation, e.g. a free dinner, require Board approval for the cost.