

## **Sterling Gate Social Committee (SGSC)**

The Social Committee is a volunteer committee which shall exist for the purpose of advising and assist the Board of Directors in creating and providing social and recreational events which are geared to the interests and needs of the community. While no specific experience is required to be on the social committee, it's helpful if you are actively involved in the community, passionate about nurturing a vibrant atmosphere, organized, and have a knack for socializing and planning events.

1. The committee shall consist of at least three (3) members. The volunteer members of the committee shall select a Chairperson and a Secretary from within its membership. The Chairperson shall preside at all committee meetings, and the Secretary will be responsible for taking minutes at all meetings and submitting a copy of the minutes to the Association Manager. The Chairperson shall be responsible for transmitting any and all recommendations to the Board of Directors. All proposals must receive approval from the Board of Directors.
2. Each committee member may, but shall not be required to be, members of the Association or Owners of any Lot. Each member of the SGSC shall hold office until his successor shall have been appointed and qualified. The committee Chairperson and Secretary shall each serve a term not to exceed one (1) year. Other members of the committee are not limited to a specific timed term. This Committee will follow the same guidelines as provided in the Amended and Restated Declaration of Protective Covenants for Sterling Gate Subdivision and Cedar Grove at Sterling Gate, Article V, Section 5.02 regarding appointment or election.
3. The social committee shall meet as frequently as deemed necessary for event planning/event logistics. Meeting dates and times shall be coordinated through the committee members.
4. The primary responsibilities of the SGSC are to:
  - 4.1. Brainstorm ideas for association social events, and plan/host events for the year in advance.
  - 4.2. All activities and budgets recommended by the Committee shall be voted on by the Board of Directors.
  - 4.3. Adhere to the annual budget with an estimated cost for each actual event utilizing the HOA Yearly Budget.
  - 4.4. HOA funds can only be used for events which are all-inclusive of the community members (They may not be used for small group activities)
  - 4.5. Coordinate logistics and execute planned events
  - 4.6. Report activities to, and work at the direction of, the HOA Board of Directors
  - 4.7. Welcome new homeowners to the community and facilitate outreach.
  - 4.8. Recruit volunteers
  - 4.9. Communicate event details
  - 4.10. Solicit event ideas and feedback from residents
  - 4.11. Confirm events are safe and comply with the governing documents