

# HORIZONS-MARINA DISTRICT OWNERS ASSOCIATION

## SOCIAL COMMITTEE CHARTER

- Purpose:** To advise and assist the Board in developing and operating a community leisure-time comprehensive program for all age groups and interests.
- Responsibility:**
1. Develop an annual social and recreational plan for the Horizons community. Present annual plan and proposed budget for each event to the Board for consideration and approval. Adoption of the plan shall constitute the basis of the activities and events for the year for the Association. Additional programs shall be approved by the Board.
  2. Review requests from the Manager for items not in the current fiscal budget.
  3. Coordinate with Management to promote social activities via email, flyers, newsletters and website.
  4. Assist in the running of social functions.
  5. Submit event reconciliation within 10 days of each event including an expense and income report and the number of attendees.
  6. Perform such other functions as directed by the Board.
- Membership:** The Social Committee shall be composed of no less than three Horizons' residents who shall be in good standing throughout the term of office.
- Experience:** None required.
- Meetings:** The Committee will meet monthly. At least one member shall attend Board meetings to answer questions related to the written report.
- Reporting** The Committee will prepare written minutes and/or monthly written or oral reports on its on-going
- Requirements:** and completed activities to Management at least ten days prior to a Board meeting.
- Newsletter:** The Committee shall provide regular updates to the newsletter to promote social activities
- Reports To:** The Board of Directors.
- Term:** One year, with terms expiring at the annual meeting.
- Budget& Expenses:** The Committee's budget will be determined by the Board of Directors on an annual basis.
- The Committee Chair will submit expenses to the general manager for reimbursement. Committee members seeking reimbursement for personal expenses shall submit them to the Committee Chair. The Committee may request additional funds from the Association and any additional Association funds must be approved by the Board.

**Revised and Approved at the  
April 28, 2015  
Board of Directors Meeting**