

# LAKESIDE COMMUNITY OWNERS' ASSOCIATION

## COMMITTEE CHARTER FOR THE SOCIAL COMMITTEE

As approved by the Board of Directors ("Board") of the Lakeside Community Owners' Association ("Association"), the Social Committee ("Committee") is hereby formed in accordance with the following:

### **AUTHORITY TO CREATE COMMITTEES:**

As provided in California Corporations Code Section 7212(b), the Board may create committees that do not exercise the authority of the Board and which may be comprised of individuals that are not Directors for purposes of providing advice and guidance to the Board.

**PURPOSE:** The purpose of the Committee is to investigate, propose, plan, and manage social events within the Association for the benefit of the Members.

### **GUIDELINES:**

*The Committee Shall:*

1. Serve at the pleasure of the Board.
2. Receive information that must be held confidential and shared only within the Committee and the Board.
3. Work with the Association's management and other committees on planning and managing social events, and other logistical matters.
  - a. If the Committee and the Association's management are not in agreement on an issue, the Board will resolve the matter.
4. Propose social events to the Board via a written report, including but not limited to all of the following information:
  - a. Projected cost of the social event.
  - b. Proposed date or dates of the social event.
  - c. Proposed location of the social event.
5. Manage or cause the management of any social events that the Committee proposes or plans, subject to approval and any restrictions placed by the Board.
6. Submit a written report to the Board including the actual costs of the social event, after the social event has concluded.
7. Work with management to help facilitate communications between the Committee and Board.
8. Ensure management is provided all Committee communications as a non-voting member of the Committee that may attend meetings in compliance with the Common Interest Development Open Meeting Act (Civil Code Section 4900 *et seq.*).
9. Ensure any community-wide communications are approved by a quorum of the Committee. Such communications must include a statement affirming that the Committee does not have the authority to act on behalf of the Board or the Association, unless otherwise provided by the Board upon Board review of a proposed communication.

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10. Prepare and submit reports and recommendations to the Board for the Board's review and consideration, upon the initiative of the Committee or upon the Board's request.
11. Recruit volunteer members to support event functionality.

### *The Committee Shall Not:*

1. Spend Association funds or incur debt on behalf of the Association unless otherwise authorized by the Board.
2. Act on behalf of the Board or the Association, except with respect to the terms of this Charter with respect to matters relating to compliance with the Association's Governing Documents.

### **COMMITTEE MEMBERSHIP:**

#### *The Membership of the Social Committee shall:*

1. Serve at the pleasure of the Board.
2. Consist of up to seven members that shall also be Members of the Association.
3. Serve terms lasting one year, which may continue until the Board's appointment of a replacement member of the Committee, or upon resignation or removal by the Board. The Board shall fill vacancies on the Committee.
4. Appoint a member of the Committee to be responsible for recording and preparing the minutes of Committee meetings and for providing the Secretary of the Board copies of the minutes and notices of upcoming Committee meetings.

### **CHAIR GUIDELINES:**

#### *The Committee Chair Shall:*

1. Preside over Committee proceedings and, upon consulting with Committee members, coordinate meeting schedules, agendas, and assign tasks and responsibilities.
2. Be available to the Board and be email proficient.
3. Be appointed on an annual basis to serve a one-year term, which shall expire upon the Board's appointment of a replacement.
4. Provide regular updates on the business of the Committee to the Board, upon the request of the Board.

### **GOALS:**

1. Investigate possible social events that could be held for the benefit of the Members.
2. Plan and manage social events for the benefit of the Members subject to conditions imposed by the Board.

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**GENERAL:** Committee meetings shall not be open to Members of the Association. The schedule of meetings should be published in a manner to provide general notice to Members of the Association. Any matter to be brought before the Committee for a vote should be submitted in writing to the Chairperson and distributed to the Committee at least two days prior to the scheduled meeting.

**COMMITTEE PRODUCTS:** The Committee will provide the Board, upon the Board's request, regular reports of the functions and activities of the Committee. All reports shall be submitted to management ten days prior to a scheduled Board meeting.

**CERTIFICATE OF ADOPTION**

I hereby certify that I am the Secretary of the Association and that the foregoing Committee Charter is a true copy of the Committee Charter approved by the Board at its meeting held on \_\_\_\_\_, at which a quorum of the Directors was present. I further certify that the foregoing Committee Charter is in full force and effect, and that the same have not been rescinded, amended, nor modified.

Dated: \_\_\_\_\_, 2022      By: \_\_\_\_\_

Lisa Petersen, Secretary