Garth Trails Social Committee Policies

1. Committee Structure

   Executive:

   - President
   - Vice-President
   - Past-President
   - Treasurer
   - Secretary

   And up to 11 other members including a Past President

   (see addendum for position Roles and Responsibilities)

2. Committee Members

   President – after a 2 year term the President is replaced by past Vice-President and the President sits on the executive as the Past-President for a term of one year

   Vice President – elected from within the current Committee members with the expectation of replacing the President after a 2 year term

   In a case where the President and/or Vice-President cannot fulfill their commitment, an election will be held within the Committee. If no Committee members are willing to stand for these positions, a nominating committee will be formed to choose the successor.

   Treasurer and Secretary – can be elected from within the committee or from the community at large. If from the community, an election will be held at the AGM and the candidate with the majority of votes will assume the position at the next regular Social Committee meeting. While a 2 year term is expected, members holding these positions can extend their tenure as agreed by the committee.

   Members – when openings occur, new committee members are chosen from community volunteers. Priority is given to those who have worked on events or sub-committees previously to ensure they have background knowledge of roles and responsibilities of Social Committee members.

   Each Social Committee Member is to take a leadership role as a coordinator/co-coordinator of at least one event. (see addendum Roles and Responsibilities)

   Barring unforeseen circumstances, Committee members are expected to attend at least nine of the regular monthly meetings per year.

3. Meetings

Social Committee Meetings are to be held monthly with an Annual General Meeting to be held in September.

Guest attendance at regular meetings – any resident requesting a spot on the regular agenda should contact the President stating the reason for their visit. The President will ensure the guest is added to the agenda at the outset of meeting and leaves prior to any committee business being discussed.

Procedure – Robert's Rules of Order is the accepted process to be used at all meetings (see addendum)

Voting – motions will be passed based on a 51% majority.

Minutes – to be taken by the secretary and disbursed to all members after the President has reviewed and accepted. A copy of the minutes of the Annual General Meeting is to be sent to the Financial Institution of record signed by incoming and outgoing executive.

4. Finances

Financial Report to be provided to all committee members prior to each monthly meeting.

A minimum balance of $3000 should be held in the Social Committee bank account at all times to ensure ability to meet any unexpected emergencies.

Signing Officers – two of the President, Vice-President and/or Treasurer must sign all cheques issued on behalf of the Social Committee.

Purchases

-A purchase outside of the normal cost of an event must be approved by the Committee
-An Event Coordinator must submit an event budget for Committee approval
-All purchases should enhance activities for residents and/or improve efficiency for volunteers
-Any item purchased over $500 requires at least two quotes

All expenses should be paid within 30 days

A quarterly income/expense recap should be posted in the Clubhouse for all residents.

5. Events

A Calendar of Events should be provided to the Clubhouse Administration each September for the upcoming year. Planning should occur in July and August.

Price Setting – events are budgeted on a break even basis and all budgets must be approved by the Social Committee prior to pricing an event.

Community Volunteers should be used as much as possible to alleviate the work load on members.

Ticket Sales (see Addendum)

-held at least four weeks prior to an event
-the first two weeks of sales are limited to residents only with the exception of single residents who may purchase guest priced tickets during this initial sales period
-each household is limited to purchasing four tickets to one event
-guest sales occur if an event is not sold out after the initial two week sale period

Full ticket refunds are provided upon resident's request.

Event Coordinators to advise Clubhouse Administration of upcoming Event details at least 3 months prior to the event using the Rental Agreement form provided by Clubhouse administration.

At events where food is served, the Committee will make every effort to provide options for those with special food needs.

When Share the Wealth Tickets are sold at an event the Committee will receive 50% of the sales with the other 50% being divided equally between two winners drawn for the tickets sold.

6. Equipment

The Social Committee acts as custodians of the equipment/decor housed in the Multi-Purpose room. Any residents or committees wishing to use these items should make their request in writing to the Social Committee who will discuss the request at the next meeting.

The Coffee system is available for all residential activities and a Social Committee member will be in attendance if required.

Due to safety factors, the Commercial Dishwasher is not to be used by any resident other than approved Social Committee members.