

ENCORE BOARD OF DIRECTORS
SOCIAL COMMITTEE CHARTER

Charter

This charter governs the operation of the Social Committee established by the Encore Board of Directors in accordance with Article 4, Section 15, in Encore Briar Chapel HOA By-Laws.

The Social Committee is a standing advisory committee appointed by and serving at the pleasure of the Board of Directors. The committee is headed by a Chairperson selected by the committee.

The Board would like committee members to serve for a minimum of one year. Since committee continuity is important, serving for longer than one year is appreciated.

Purpose of Committee

The Social Committee's purpose is to assist the Board in creating a comprehensive program of activities and events that encourage social engagement of the residents to foster a sense of community and inclusiveness. In regard to these activities, the Committee will provide supervision of the Lifestyle Director in conjunction with its liaison and the Board.

Duties and Responsibilities

- Committee meetings:
 - Create an agenda for all committee meetings.
 - Notify the Board liaison and Finance Committee liaison of all committee meetings.
 - Review committee budget periodically.
 - Record and provide to the Board liaison all meeting minutes to be posted on the Encore website.
- In January, working with the Lifestyle Director, develop an initial activity plan for the year, based on previous successful events and resident input. List to include major events and estimated budget.
- Allocate a portion of the total budget to be used by the Lifestyle Director for smaller events. Plans will be altered and fine tuned as the year progresses.
- Make recommendations for new activities, maintenance of ongoing activities and discontinuance of low interest activities.
- Encourage resident-run and resident-funded activities. Coordinate scheduling.
- Meet with the Lifestyle Director monthly for alignment on activities and budgets.
- Lifestyle Director assists the committee with publicity, supplies, volunteer coordination and vendor selection for events.
- Lifestyle Director assists the committee by managing the procurement process, submission for payment and providing monthly reports of spending relative to budget.

- Chair communicates committee status, including planned activities and budget (both complete and projected) to the Board Liaison.
- Requests for budget variances to be presented to the Board.
- All communications to residents should be copied to the Board liaison.

Board and Finance Committee Interaction

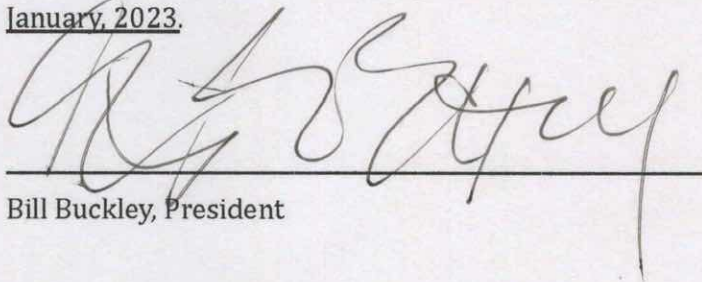
The Board of Directors will select one of its members as a liaison to the Social Committee. This liaison will attend committee meetings as appropriate and will not have voting power. The liaison is responsible for updating the Board on committee status. The committee chair should apprise the liaison of all communications with residents.

The Finance Committee will select one of its members as a liaison to the Social Committee. This liaison will attend committee meetings as appropriate and will not have voting power. The liaison is responsible for updating the Finance Committee on budgetary items.

Revision

This charter may be reviewed and revised as deemed necessary by the Board of Directors.

Approved by Encore at Briar Chapel Community Association Board of Directors this 19th day of January, 2023.

A handwritten signature in black ink, appearing to read "Bill Buckley", is written over a horizontal line. The signature is cursive and somewhat stylized.

Bill Buckley, President