

VILLAGES OF BONITA MASTER ASSOCIATION INC.

SOCIAL COMMITTEE

Purpose: The Social Committee is established to plan, organize, and promote community events and activities that foster social interaction and a sense of community among residents within the Villages of Bonita Master Association Inc. (HOA). This committee aims to create an inclusive and welcoming environment, encouraging neighborly relationships and enhancing the overall quality of life.

Responsibilities:

1. Event Planning:

- Organize and coordinate a variety of social events, including holiday parties, community BBQs, game nights, and seasonal celebrations.
- Develop a calendar of events for the year, ensuring a diverse range of activities to appeal to different age groups and interests.

2. Budget Management:

- Prepare and manage the social events budget, ensuring prudent use of HOA funds.
- Seek sponsorships or donations from local businesses to support events, if applicable.
- Monitor expenditures and provide regular budget reports to the HOA Board.

3. Event Promotion:

- Promote events through various communication channels, including newsletters, flyers, social media, and the HOA website.
- Ensure timely and effective communication to maximize resident participation.

4. Community Engagement:

- Encourage resident involvement in planning and volunteering for events.
- Gather feedback from residents on past events and solicit ideas for future activities.
- Foster an inclusive environment where all residents feel welcome and valued.

5. Vendor Coordination:

- Identify and coordinate with vendors and service providers (e.g., caterers, entertainers) for events.
- Ensure vendors comply with contract terms and deliver quality services.

6. Logistics Management:

- Arrange for necessary permits, insurance, and approvals for events held in common areas.
- Coordinate event setup and cleanup, ensuring venues are left in good condition.
- Address any logistical challenges that arise during events.

7. Record Keeping:

- Maintain accurate records of event planning, attendance, and expenditures.
- Ensure documentation is accessible for review by the HOA Board and residents.

8. Safety and Compliance:

- Ensure all events comply with HOA rules, local regulations, and safety standards.
- Address any safety concerns promptly and effectively.

9. Reporting:

- Provide regular reports to the HOA Board on upcoming events, budget status, and event outcomes.
- Prepare an annual report summarizing the year's activities and accomplishments, to be presented to the HOA Board and residents at the annual meeting.

Membership:

- The committee shall have a Chairperson appointed by the HOA Board. The committee will strive to have representation from Bermuda Park, Coach Homes, Villas and Kentwood. The board will appoint a board liaison to assist the committee.
- Members should have a genuine interest in community building and social activities.
- Experience in event planning, marketing, or related fields is beneficial but not required.

Meetings:

- The committee shall meet as needed to discuss and review ongoing and upcoming activities.
- If possible meeting minutes shall be recorded and submitted to the HOA Board.

Term:

- Committee members shall serve for a term of [one year], with the option for reappointment.

By participating in the Social Committee, members play a crucial role in building a vibrant, connected community, enhancing the overall living experience for all residents within the HOA.