# **Bluffs at Huron Social Committee Organization Team**



#### Director (Interim) - Ron Vanos - Director.bah.sc@gmail.com

Ron is responsible for chairing meetings of the Organizational and Creative groups. As director, he must also oversee the composition, implementation and distribution of general policies and procedures, as well as mediate situations relevant to SC matters within the community. Sitting on the board of the Bluffs Community Association and acting as primary liaison with Parkbridge management is also part of Ron's responsibilities.

### Secretary - Kim Kardash - Secretary.bah.sc@gmail.com

Kim keeps minutes of both team and general meetings. These minutes will all be appearing on the website soon and will also be found in a binder we are working on, that will be kept in the library.

### Treasurer - Ilse Kropf - Treasurer.bah.sc@gmail.com

Ilse keeps detailed records of all transactions that result from clubs, activities, and special events for expenses and revenue. The financials for the Social Committee are SC on the website and are up to the minute. We are working on a format that can be available in the binder in the library as well.

# Communications Coordinator - Barb Thornton - Comms.bah.sc@gmail.com

Barb takes care of the calendar and is the contact to discuss dates. She admins the Events, Activities and News and Residents Facebook groups, provides the web content related to the SC, organizes and executes the promotions schedule, and prepares the newsletter. You see Barb's name often as she is responsible for outgoing SC communications.

# Clubs Coordinator - Robert Leadbetter - Clubs.bah.sc@gmail.com

If you organize a regular activity or club at the Bluffs, Robert is your contact. He is your go-to for the week-to-week questions and issues that come up. Robert can steer you to the forms you need to request approval for the things you need

to and bring those to meetings to be discussed. Robert also is working with organizers to help get budgets down on paper so the SC Team can plan for the future.

# Activities Coordinator - Bruce Asquith - Activities.bah.sc@gmail.com

If you are planning or want to plan a community event, Bruce is your contact. He will ensure you have an Events Package and will walk you through the process from start to finish. He will help you plan a successful, memorable event. We are always looking for residents who have ideas of their own or who would like to take a stab at organizing a community event the SC has slated. Reach out to Bruce with your ideas and to find out everything an event organizer needs to know.

### Facilities Coordinator - Brenda Smith - Facilities.bah.sc@gmail.com

If you have booked a private event to celebrate a personal milestone, Brenda will be your contact. She will ensure the paperwork is completed and your questions are answered. Brenda is responsible to make sure the facility is kept in good order and to keep track of equipment and inventory at the facility.

# Volunteers Coordinator - Mary Kelly - Volunteers.bah.sc@gmail.com

Mary keeps records of residents who have indicated they would like to help, whether it be once or twice a year or more often. She will explore the kinds of things you'd like to help with and any special skills you may wish to offer. We need volunteers for a wide range of jobs, from setting up the rec center, manning the door at events, musicians and everything in between. Consider what you can contribute and reach out to Mary for more information. Whether you have 2 hours a year or 10 hours a week – we need your help.

**Social Committee Creative Team -** Stay tuned.

Welcome Committee Contract - Darlene Sutherland - Email address

We are always happy to welcome new volunteers to our team! volunteers.bah.sc@gmail.com