

Social Committee

Organization

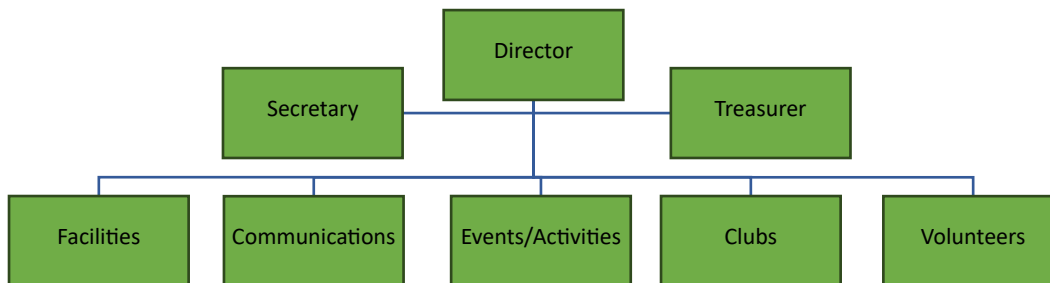
The management of the Social Committee comprises the 8 positions indicated, and will be referred to as the Organizational Group.

Additional volunteers make up the Creative Group and are responsible for planning, organizing, managing, and hosting social events, functions, and activities.

Volunteer Social Committee members may also include organizers of other clubs or social groups within the community that would assist in planning, budgeting and fundraising for the Social Committee or various clubs.

All members of the Social Committee must agree to and sign a Volunteer Agreement that includes a non-disclosure/confidentiality statement.

The 8 positions indicated in green on the organizational chart comprise the Organizational Group.



The Organizational Group of the Social committee consists of 7 volunteers and an elected director. The Organizational Group would have a primary responsibility of composing and implementing general policies and procedures related to the operation of the Social Committee on behalf of the residents of The Bluffs. An additional primary responsibility is the management of community resources including time and space allocation of Parkbridge owned recreational facilities.

The Creative Group of the Social Committee is composed of resident volunteers that have shown interest in assisting in events and activities in various capacities. Creative Groups primary responsibility is to develop and manage events and functions for the Social Committee on behalf of the Residents of The Bluffs. The events would include recurring social activities that are not currently covered by any of the active clubs or groups.

The Creative Group members will be tasked to plan and organize Individual special events and activities. Event sub-committees may be organized for events from with-in the Creative Group or the entire committee.

The creative group will also be included in major policy decisions or changes that impact the Social Committee operation which does not require Community approval.

Bluffs at Huron

Social Committee

Director – Community elected position

Ron Vanos-*interim* director.bah.sc@gmail.com

- Chair meetings of the Organizational Group on a monthly, or more frequent basis as required.
- Oversee the composition, implementation, and distribution of general policies and procedures.
- Mediate situations relevant to Social Committee matters within the community.
- Sit on the board of the Bluffs Community Association (BCA).
- Prepare reports and communications related to Social Committee functions for the BCA, Parkbridge, and the community.
- Prepare and manage Applications to Alter related to Social Committee
- Assist with annual financial budget and audit preparations.
- Signatory (one of two) on Social Committee bank account

Secretary – Volunteer Position

Kim Kardash secretary.bah.sc@gmail.com

- Record, archive, and distribute minutes of all Social Committee meetings
- Oversee the composition and implementation and distribution of general policies and procedures.
- Assist in the preparation of reports and communications related to Social Committee functions
- Assist with annual financial budget and audit preparations.
- Act as Director in the Director's absence

Treasurer – Volunteer Position

Ilse Kropf treasurer.bah.sc@gmail.com

- Collect, record, manage, and distribute funds for all Social Committee functions.
- Maintain the Social Committee bank account.
- Assist in the composition and implementation of policies and procedures.
- Assist in the preparation of reports and communications related to Social Committee functions.
- Assist with annual financial budget and audit preparations.
- Prepare a summary financial report for Social Committee meetings
- Signatory (one of two) on Social Committee bank account
- Prepare an annual Financial Statement for the BCA AGM.

Social Committee

Facilities Coordinator – Volunteer Position

Brenda Smith facilities.bah.sc@gmail.com

- Manage the assets, spaces, and equipment owned or controlled by the Social Committee.
- Maintain records relating to facility and equipment usage, and condition.
- Assist in the composition and implementation of facility usage policies and procedures
- Assist in the composition and implementation of general policies and procedures.
- Assist in the preparation of reports and communications related to Social Committee functions.
- Provide input for annual financial budget and audit preparations.
- Work closely with the Communications, Clubs, and Activities Coordinators to prepare and report schedules to the Community

Communications Coordinator – Volunteer Position

Barb Thornton comms.bah.sc@gmail.com

- Manage all outgoing communications related to the Social Committee.
- Manage, maintain, and distribute Events and Activities calendar in cooperation with Activities/Facilities coordinators.
- Oversee the creation and distribution a monthly newsletter
- Oversee the administration, access to, and content of, social media and website (*if reqd*) pages.
- Manage Social Committee Email accounts and group communication.
- Oversee the security, maintenance, and distribution of the Residents database
- Collaborate website content with BCA.
- Assist in the composition and implementation of general policies and procedures
- Assist in the preparation of reports and communications related to Social Committee functions.
- Provide input for annual financial budget and audit preparations.

Events/Activities Coordinator – Volunteer Position

Bruce Asquith activities.bah.sc@gmail.com

- Distribute Event/Activity proposal packages to residents and groups wanting to hold special events.
- Communicate Social Committee policy and procedures relating to special events
- Receive and present Event/Function proposals from residents and groups for scrutiny and review by the Social Committee.
- Work with event organizers to refine events to meet SC policy and procedures.
- Collaborate with the Volunteer Coordinator to ensure event success.
- Assist in the management of the Activities Calendar for the Residents of the Bluffs.
- Collaborate with the Facilities, Communications, Club Coordinators, to manage the Calendar.
- Assist in the composition and implementation of general policies and procedures.
- Assist in the preparation of reports and communications related to Social Committee functions.
- Provide input for annual financial budget and audit preparations.

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Clubs/Group Coordinator – Volunteer Position

Robert Leadbetter clubs.bah.sc@gmail.com

- Primary Club/Group liaison
- Manage records relative to all the groups established for the Residents of the Bluffs.
- Collaborate with the Facilities, Activities, and Communications Coordinators, to manage the Calendar
- Assist with the allocation of facility time and usage, for clubs and groups.
- Assist individual clubs/groups in the development of proposals.
- Assist clubs in record keeping, budgeting, and reporting, for individual clubs/groups.
- Assist with development of storage areas, and utilization.
- Monitor, record, and report asset and facility utilization.
- Assist groups/clubs with the preparation of Expenditure requests if required.
- Assist in the composition and implementation of groups specific policies and procedures.
- Assist in the composition and implementation of general policies and procedures.
- Assist in the preparation of reports and communications related to Social Committee functions.
- Provide input for annual financial budget and audit preparations.

Volunteer Coordinator – Volunteer Position

Mary Kelly volunteers.bah.sc@gmail.com

- Primary volunteer group liaison
- Recruit new volunteers and manage records relative to the volunteer database.
- Work closely with the Event/Activities Coordinator.
- Train Volunteers in procedures related to the facilities and equipment
- Schedule volunteers for events and activities as required
- Assist in the composition and implementation of volunteer specific policies and procedures.
- Assist in the composition and implementation of general policies and procedures.
- Assist in the preparation of reports and communications related to Social Committee functions.
- Provide input for annual financial budget and audit preparations.

Social Committee

Processes

The following pages outline the standard process for achieving various results which constitute the policies and procedures for the Bluffs at Huron Social Committee. Changes to the policies and procedures requires a vote and acceptance of a change by the majority of committee members. Any social activity that consumes financial, facility, consumables, or equipment resources that are under the control of the SC requires written approval from the SC. This approval may take the form of a positive vote recorded in the minutes of a SC meeting.

Budget. The Social Committee will meet annually in order to establish a budget. The budget will include, but not be limited to, income and expenses from all groups, clubs and activities operated or controlled by the SC. Each club/group that uses facilities or equipment supplied or managed by the SC will be required to submit their own budget to the SC annually.

Events. Social and Charity Committee events and BCA Community Meetings will have priority for scheduling over club/group or private events.

Recurring events will be scheduled by the Activities Coordinator in conjunction with the Facility and Club Coordinators as necessary. The coordinators will meet with club leads on an annual basis or more frequently as required, in order to best utilize the available space and time, while trying to accommodate the specific needs of the group. All schedules will be decided on the basis of the needs of the greater community.

Non recurring events will be handled through approval in the form of a vote by the Social Committee. Event proposals will be received by the Events/Activities Coordinator on the prescribed form and include as much detail as possible. The Coordinator will review the proposal and either return it for additional detail, or forward it to the SC for approval.

Event Proposal Process;

- Obtain and complete an Event Proposal form
- Verify facility/location availability through the Communications Coordinator
- Submit the completed Event Proposal form to the Events/Activities Coordinator
 - Complete and submit an event budget for any expense or revenue related to the event.
 - Complete and submit a location map/diagram if not using a preset seating/floor plan
- After receiving approval for the event;
 - Confirm facility availability
 - Complete the event checklist including contacting the Communications Coordinator in order to schedule Social media postings and Email notifications prior to the event.
 - Arrange additional volunteers through the Volunteer Coordinator
 - Complete and submit approved Expenditure Requests to the Treasurer for payment or reimbursement.

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- Post-event debriefing
 - Schedule location and time to meet with all event volunteers
 - Record and document all pertinent information on the event including attendance, participant and volunteer feedback, expenses, etc.
 - Prepare debriefing materials for presentation at the next SC meeting
 - Contact the SC Secretary to have the presentation added to the next agenda.

Meetings Rules of order. Minutes to be recorded and archived by the SC Secretary and then posted to the website. Redaction of personal/private information only. Executive to review and adjust as necessary prior to making minutes public. Post links on Social Media and in newsletter.

Clubs/Groups Provide lead contact information current membership, numbers, names, capacity. Current schedule. Location. Budget. Rules. Clubs and Groups cannot collect or hold money for any purpose. All money collected during an event must either be distributed to participants in the form of an award/prize, or turned over to the SC Treasurer. All monies received by the treasurer will go into the general account for distribution through the budget process.

Facilities Time schedule by location/area. Rules governing priority access. Reservation policy. Deposits. Procedures. Storage, location, containers, labels.

Equipment Current inventory, owned/managed. What is needed. Maintenance, replacement schedule. Storage.

Applications to Alter Any facility or equipment changes regardless of how minor, requires a signed form submitted to Parkbridge. Applications are to be completed by a SC member and signed by the director. No changes can be made prior to receiving the signed approval back from Parkbridge,

Time Calendar Management Schedules to be agreed upon and completed by the committee

Social Committee

Committees

The following will be considered standing committees under the guidance of the Social Committee. Funding for standing committees will be provided by the SC based on the annual budget and following the procedure for funding and reimbursement as previously outlined.

Welcome Committee Meet and greet new residents. Develop and distribute an information package as approved by the Social Committee. Gather information from new residents for addition to the Resident db. Answer questions and provide feedback. Sign up new residents for FB, SC, and BCA website access. Provide details on the Committees and clubs. Information of Goderich and Huron County. Information on Parkbridge and life at the Bluffs.

- Darlene Bates Sutherland
- Kat Hay connect2inspire@gmail.com

Decorating Committee Assist with the development of themes and decorations for events and functions for the Rec Centre. Manage the acquisition and/or creation of items as required for various events and activities. Catalog, maintain, and store reusable items. Maintain an inventory of consumables.

- Jean Vanos westielvr7@gmail.com

Development Committee Create a communication method to engage residents that currently limit their participation in Social Committee sponsored events, clubs, or groups.