



SOCIAL ADVISORY COMMITTEE CHARTER

Purpose and Objective

The purpose of the Social Advisory Committee is to give input to the Lifestyle Director relating to the types of social activities and events that will appeal to the diverse community of Esplanade members. The committee will assist the Lifestyle Director to organize and execute events sponsored by the Association.

Organization of the Committee

The Social Advisory Committee is a group of 5 members*, appointed by and serving at the pleasure of the Board of Directors for two-year terms. The committee shall elect a Chairperson, Vice Chairperson and Secretary at the first meeting of each year. Social Advisory Committee members can serve consecutive terms of elected roles during their tenure on the committee. Should a member holding an elected position resign or be removed prior to their term expiration, the remaining Social Advisory Committee members shall elect a person to fill the vacated role for the balance of the remaining term.

(*Initially established with 9 member volunteers, original members leaving this committee prior to their term expiration will only be replaced when the total committee member count falls to below 5. When the Board accepts a new full round of candidate interest forms for the committee in November 2024, it will look to appoint 5 members in total, and will explicitly note the criteria for the selection process should more than 5 applications be received).

Committee members may not serve consecutive terms on the same committee so long as there are additional candidates willing to serve. After being off a committee for one (1) year, a former committee member may be considered for re-appointment to the same committee. In the event there are not enough candidates interested in serving on the committee, an existing committee member may be considered for re-appointment, thereby allowing said member to serve a consecutive term on the same committee.

Board Members and staff may serve as non-voting liaisons to the Social Advisory Committee.

Member Selection

The Board of Directors has developed the following procedures for the selection of members to this committee.

Criteria:

1. Only members in good standing may serve on the Social Advisory Committee, and residents from the same dwelling may not serve concurrent terms on the same Social Advisory Committee.
2. Applicants already serving on another Committee (but with a term expiring at the end of the current year) will be considered for appointment so as not to serve on two Committees simultaneously. Applicants seeking appointment for simultaneous terms on two Committees (for full and/or partial terms) **may** be considered on a case-by-case basis, so long as there are not additional candidates willing to serve on the Committee.
3. Ideal candidates will be open to brainstorming and collaborating with others, have interest and experience in event execution, and possess strong organizational and communication skills.

Process:

1. Management staff will send out notice and interest forms to the community in September, two months prior to the committee members' 2-year term expiration.
2. Management will prepare a list of names for Board review at the following Executive Session HOA meeting in October – first confirming that all those who have submitted interest forms are in good standing, and advising if any applicant for the committee is currently serving on another committee within the community.
3. The Board will review interest forms received from new candidates (and potentially existing committee members) and may or may not opt to conduct interviews to determine final appointments.
4. The appointees to the committee will be announced by the Board at the November General Session meeting, with a follow up confirmation in writing by Management staff. At no time during the selection process is an applicant to sit or participate on a committee prior to her/his approval and appointment by the Board of Directors.

Duties and Responsibilities

The Social Advisory Committee was established to assist the Lifestyle Director in planning social events and activities.

- A. The committee will meet with the Lifestyle Director monthly to discuss upcoming events planning; the Lifestyle Director will circulate the meeting agenda in advance of the meeting.
- B. It is strongly recommended that Social Advisory Committee members volunteer at Lifestyle events hosted at the Esplanade Resort Campus Clubhouse, to assist with set up as well as needed logistics support for the Lifestyle Director and/or designated staff during the event activation.
- C. At each committee meeting following large events, the group is tasked with providing their insight along with feedback received from residents on the wins and opportunities, to aid when planning similar activations in the future.

- D. The Lifestyle Director and committee members are tasked with evaluating and discussing needs for future capital expenditures for event equipment at the Esplanade Resort Campus Clubhouse. It is the responsibility of the Lifestyle Director to determine final needs, and to submit requests for new expenditures of this nature in writing to the Community Manager for inclusion in the Board packet for the Board of Directors next upcoming meeting. The Board members will review requests, and the Community Manager will communicate back to the Lifestyle Director and Social Advisory Committee of the Board's decision.
- E. The Lifestyle Director and Chairperson will conduct all meetings. If the Chairperson is not in attendance, the Vice Chairperson will co-conduct meetings with the Lifestyle Director. The Secretary will maintain minutes of every meeting, distributing final copies to the Lifestyle Director and all committee members within 3 days of the meeting completion. Should the Secretary not be able to attend a meeting, it is their responsibility to confirm a substitute to take notes on their behalf.
- F. If a Social Advisory Committee member misses more than three (3) meetings during any calendar year, said member may be subject to dismissal, as determined by the Board of Directors. It is the responsibility of the Chairperson to report excessive absences to the Board.
- G. Each Social Advisory Committee member will be required to sign the Code of Ethics and Conduct form. The Board may remove a committee member from the committee at any time without cause or with cause for nonparticipation, disruptive behavior, loss of good standing status, or behavior the Board deems as inappropriate and divisive in nature. The Board will appoint another person as soon as practical to fill any vacancy, so long as the appointment doesn't increase committee size past 5 members.
- H. Social Advisory Committee members do not have the authority to manage staff, or to attempt to issue instructions to contractors. Committee members are not to reach out independently to vendors for quotes or bookings, unless requested to by the Lifestyle Director or Community Manager.

Budget

The Lifestyle Director has been entrusted with the responsibility of managing the event budget from the Board of Directors. It is the purview of the Lifestyle Director to determine both individual expenditures along with the overall budget as an aggregate. On a monthly basis, a summary update will be provided to committee members by the Lifestyle Director of total funds spent the previous month, along with an estimate of what was spent in total for each special event held during that same time period.

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