

Original Northwood Association Social Committee Chair

DUTIES/RESPONSIBILITIES

Version 2020.01.20

Please Note: Committee members must be dues paying members in good standing with the Original Northwood Association

SOCIAL COMMITTEE: The Social Committee Chair will be responsible for heading the Social Committee. The Social Committee should be the go to for fostering a cohesive community by creating events/occasions that will promote fun, social interactions with residents in our community. Each year, the President and Treasurer will propose an operating budget based on prior years' expenses and revenues for the Social Committee to be reviewed and approved by the Board of Governors. All votes of the committee will be carried by simple majority.

OUTGOING SOCIAL COMMITTEE CHAIR will provide the incoming chair with appropriate information regarding social events including contact information of vendors used as well as expenses incurred during each event. Outgoing chair will hand off any items purchased as inventory for the Original Northwood Social Events (i.e.: coolers, tablecloths etc.)

SPONSORED EVENTS: Working with the Social Committee, be responsible for coordination of all Original Northwood Association sponsored events. At present these events are: Wine & Cheese Party, Block Party, Newcomers' Picnic, Oktoberfest, and Holiday Party. Coordination will include all activities to ensure that the sponsored event occurs. These activities include, but are not limited to, selection of a venue, ordering food, drink, and supplies, advertising to neighbors, coordinating with neighborhood host for set-up and clean-up activities, and presenting all receipts and invoices to the Treasurer in a timely manner. In addition, the Social Committee Chair, working with the Treasurer, will maintain an inventory of any food, drink, and supplies that can be returned to vendors for refund or credit or can be used for future events. All expenditures must be reported to the board during regular meetings.

NON-SPONSORED EVENTS: Realizing that a job of the Board of Governors is to support neighbors to improve the community, the Social Committee and Chair will assist with advice and advertisement of non-sponsored events that occur in the community. An example of these events might include the neighborhood yard sale, the bourbon n' cigars event, popsicle nights and Diner En Blanc. Currently, the Board provides financial support to the Garden Club for the Annual Garden Walk to occur each Spring. This financial support is to come from the approved Social Committee budget.

Additional non-sponsored events can be supported through advice from the Social Committee and advertisement on Original Northwood platforms (website, newsletters, and social media). These events will not receive financial assistance unless approved by the Board of Governors.

Financial support for these will not be charged to the current year's budget for the Social Committee.

BE AN ACTIVE VOLUNTEER: Be ready to do a lot of jack of all trades stuff as you do not have extensive formal duties. You should be very willing to undertake many tasks.