

**MYRTLE TRACE CONDOMINIUM ASSOCIATION, INC.**  
**213 Southampton Drive**  
**Venice, Florida 34293**

**SOCIAL COMMITTEE**

**Purpose:**

The purpose of the Social Committee is to foster a united community of residents through the planning and coordination of social functions for everyone's enjoyment and participation.

**Structure:**

The Social Committee shall be comprised of 6 core members including the Chair. One Board member will be the liaison between the committee and the Board. The Board shall appoint a Chair. The Chair shall appoint the committee members. The committee may solicit additional volunteers to coordinate and/or assist with specific social functions.

**Responsibilities & Duties:**

1. Organize and plan self-supporting social functions and special activities for the benefit of all residents and maintain the lending library.
2. Coordinate a Welcoming Group to meet with new residents when they move into the community.
3. Maintain an adequate quantity of supplies (napkins, cups, coffee, etc.) to support Association sponsored clubhouse events.
4. The Social Committee Chairperson will maintain a cumulative record of donations received, expenditures made and monies on hand and provide this as part of the committee's report to the Board.
5. The Chair is responsible for submitting any schedules and other pertinent committee information to the MTCA website in a timely manner.
6. The Chair shall present a status report at Board meetings and provide a written copy of the report to the Board Secretary for inclusion in meeting minutes. Any motions proposed by the committee for Board consideration at the next Board meeting shall be attached to the committee status report to the Board. This report should be submitted to the Board Secretary 7 days prior to the Board meeting.

**Meeting Notice:**

This committee may meet without prior notice or Owner participation, unless otherwise directed by the Board of Directors. The business of the committee will be run for and by the committee members with owners as observers only. At the discretion of the Chair, owners may be invited to comment. Actions from the meeting will be recorded as official minutes when approved and submitted to the Property Manager, the Communications Committee, and reported to the Myrtle Trace Board as an official record of proceedings.