

# Bridlewood Condominium Association, Inc.

## **Clubhouse / Social Activities - CHARTER**

**Committee Name:** Clubhouse / Social Activities Committee

**Purpose:** The Clubhouse / Social Activities committee is commissioned by and reports to the board of directors. The purpose of the committee is to serve at the will of the board of directors on all matters pertaining to the planning, scheduling, and reporting of functions, events, social activities, and clubhouse rentals for the enjoyment of all residents and to foster a sense of community.

**Responsibilities:** The Clubhouse / Social Activities Committee shall develop an annual plan and budget for the board of directors in conjunction with the specific authorities granted by the board. Activities may include but are not limited to yoga and water aerobics, potluck dinners, book club, planning, craft fairs, and other resident requested activities. The committee will setup and maintain the association library, decorate the clubhouse for Christmas, and update the Activity Calendar in the clubhouse lobby and the calendar on the Ogden portal. Other than minor wipe downs, organizing, or general up keep, the committee is not responsible for cleaning the clubhouse, including window washing, cleaning bathrooms and kitchen appliances. If additional cleaning is required, contact Ogden property management and they will inform the vendor providing cleaning services to modify their scope of work. Maintenance items such as light bulbs, paper products and cleaning supplies should be ordered through the property manager. The committee will manage the renting of the clubhouse including, scheduling, organizing, completing the necessary forms, initial and follow-up inspections and collecting rental fees and deposit checks. The committee is not responsible for setting policy, determining rental fees, or enforcing violations of the rental agreement. Checks and rental agreements will be sent to and held by the property management company.

**Term:** The Clubhouse / Social Activities Committee is a standing committee and will be renewed annually at the discretion of the board of directors.

**Committee Organization:** The committee shall consist of five members to be appointed by the board of directors. The committee chair shall be appointed by the board of directors. The committee shall meet as frequently as necessary. Minutes will be taken at all committee meetings.

**Member Qualifications:** Relevant experience, willingness and availability to serve, ability to get along with others, fairness, firmness, and ability to function as a team

Chairman –

Member 1 –

Member 2 –

Member 3 –

Member 4 –

**Relationship to Board:** A copy of all committee meeting minutes will be sent to the board. Expenditures outside of the annual budget must be approved in advance by the board.