

Social Committee Job Description

Purpose of the Policy

To ensure the co-op has a structure to facilitate social interaction among its members, taking into account the diversity of the membership, in order to deepen a sense of community.

Source of authority:

- committee members are approved by the board (refer to Rule 20)
- the committee is accountable to the board
- the committee reports to the board monthly and the general membership at general meetings.
- committee members may be removed by the board

Committee size: minimum of four, maximum of nine

Term of office for Chair: one year, no greater than a continuous period of three years

Chair: the members of the committee elect the chair annually, in January
Members of the committee are not restricted in their term of membership

Quorum: three committee members.

A member will be able to vote on committee matters after having attended at least two meetings in advance

Members missing three meetings in a row without sending regrets will no longer be on that committee

Committees are responsible for their budget and must receive approval of the Board for any single expense of more than \$ 500.00
with the exception of the Maintenance Committee whose limit is \$ 5,000

Committees and Committee Chairs are encouraged to co-operate with other committees and Chairs and share their information and minutes of their meetings within PIPA guidelines



Duties and responsibilities

1. Welcome and orient new members in the co-op in partnership with the Membership Committee
2. Organize social events open to all members of the co-op
3. Solicit members' suggestions for social and recreational activities and support their development.
4. Maintain and circulate a calendar of up-coming social events
5. Administer the committee budget

Approved 20 September, 2007

To replace policy approved April 25, 2007 and May 23, 2006

