

DISCOVERY HARBOUR COMMUNITY ASSOCIATION GUIDELINES AND PROCEDURES OF THE SOCIAL COMMITTEE

I. Purpose

The Social Committee is a Standing Committee authorized by the Discovery Harbour Community Association (DHCA) Declaration of Protective Covenants Article V, and as reaffirmed per DHCA Bylaws Article III, Section 3(b) (2009, as amended) as the Social Committee (Committee) by Resolution 2012-R1. Per the DHCA Bylaws Article III, Section 3(d) (2009, as amended), the “Committee shall develop and maintain [this] procedures manual, which shall be reviewed annually” and updated as deemed appropriate and which shall be approved by the Board of Directors (BoD). The DHCA rules governing the procedures of the Committee as stated below establish the duties exercised by the Committee on behalf of the BoD. The committee may also ask the Board Secretary to make editorial corrections to these guidelines and procedures at any time without BoD approval and may propose procedural changes to the BoD for approval at any time during the year when an issue arises that is deemed pertinent to bring to the BoD’s attention.

II. Responsibilities

The Committee is directed by the BoD to perform the following functions per the DHCA Bylaws (2009, as amended):

- A. Advise the BoD on all matters pertaining to the recreational programs and activities of the Association.
- B. Perform such other functions as the BoD, in its discretion, determines.

III. Goals

The Social Committee is established to foster a sense of community by organizing fun and interesting events where members can meet and socialize. In addition, the Social Committee will act as a Welcome (E Komo Mai) Wagon for new residents to the community.

IV. Committee Membership

The volunteer Committee members shall be DHCA members in good standing.

V. Committee Officer(s)

Per the DHCA Bylaws Article III, Section 3(c) (2009, as amended), “after the annual meeting and at the first BoD meeting, the members of the BoD, except the President, Secretary, and Treasurer, will organize themselves to that [one] is a Chair of the [Committee] and serving until the next annual Board of Director’s meeting.” Any vacancy occurring from resignation of the BoD Committee Chair shall be filled by another Director (excluding the President, Secretary,

and Treasurer). At the first regular meeting of the Committee, the Chairperson shall assign an Alternate Chairperson to serve in the absence of or at the request of the Chairperson.

VI. Duties of the Chairperson

- A. Develop agenda for Committee meetings
- B. Preside over Committee meetings
- C. Prepare activities calendar and activity summaries for submission to the BoD
- D. Submit photos of events to the office for posting on the DHCA website
- E. Prepare reports for all members for submission at the annual meeting
- F. Prepare annual budget with estimated expenses for each scheduled event
- G. Submit a newsletter article for the annual newsletter, including photos of events

VII. Meetings

The Committee Chair shall schedule meetings on an as-needed basis. Meetings shall be published on the calendar and sent to members of the Committee.

VIII. Functions of the Committee

- A. The Committee shall plan all social events for the year. Attachment A lists the types of events that have been held in the past. This list is to be used by the Committee as a guide for possible events; planning of each year's events is at the Committee's discretion.
- B. The Committee shall publicize each social event through flyers, signs, or whatever other means they choose. All means of publicity must be approved by the Committee Chair.
- C. The Committee shall make recommendations to the Board with respect to financial obligations for the social events. The Committee's recommendations will include the amount to be charged for each event and the amount to be donated to local non-profit charities (as appropriate). The Committee will attempt to choose a variety of charities that are representative of the diverse population of Discovery Harbour and the Ka'u community. Unless specifically designated, social events are not considered fundraisers.
- D. The Committee shall purchase equipment – silverware, cooking items, etc. – with the Social Committee budgeted funds.
- E. The Social Committee will be responsible for oversight of the Welcome (E Komo Mai) Wagon. The Welcome Wagon is intended as a gift to new homeowners/residents welcoming them to the community and providing information on the local area. Attachment B lists items for possible inclusion.
- F. The Committee shall be responsible for maintaining an inventory of items stored in the Social Committee storeroom located at the rear of the Fire Department building.

ATTACHMENT A SOCIAL EVENTS (SUGGESTIONS)

- Valentine's Day Dinner Dance (also called "Sweetheart Day")
- Thanksgiving Dinner
- Family Holiday Dinner (normally held on the Saturday prior to December 25)
- Labor Day Neighborhood Clean-Up and Barbeque
- Spring Fling

ATTACHMENT B WELCOME (E KOMO MAI) WAGON

The purpose of the Welcome (E Komo Mai) Wagon is to welcome new residents to Discovery Harbour and to introduce them to the Ka'u area. Information on property sales can be provided by the DHCA Office. The Social Committee may decide in what form this will be delivered, and may include some or all of the following:

- ❖ Information regarding DHCA CC&Rs, Bylaws, Architectural procedures
- ❖ Contact information for the office, including phone number, website, and hours of operation
- ❖ Ka'u Chamber of Commerce brochure
- ❖ Ka'u Calendar
- ❖ Sample of Ka'u Coffee
- ❖ Baked goods or seasonal fruits