

Gabriel Commons Social Committee Charter and Responsibilities

The Committee shall be composed of the Chair and at least four other members. The Committee's activities are described in the paragraphs that follow. Note that some actions are expected from the Board.

1. Act as Welcoming Committee for new owners and renters.

Board Action Items

- Provide the Committee with up-to-date copies of the Rules and Regulations, the Directory, and the Pool Rules.

Committee Action Items

- Upon receiving information from the Board about new residents, two members shall call on them to welcome them to Gabriel Commons, after first phoning to arrange a convenient time.
- Give them information as provided by the Board. Currently, this will be the Gabriel Commons Association General Rules, the Directory, the Pool Rules, and an invitation to any upcoming social event.
- Go over the information with them, especially the rules, point by point.
- Show a friendly interest; ask where they are from, etc.
- Tell them anything about Gabriel Commons that you think they might like to know.
- Answer any questions they might have.
- Get the correct names of everyone in the household, and one email address, if the Board does not already have that information. Return this information to the Board to put into the Directory.
- Invite the newcomers to any upcoming social events.
- Offer to be a resource if they have questions later.
- Ask the board if more copies of information are needed.

2. Organize Gabriel Commons Annual Events. Currently these are the Picnic and the Holiday Progressive Dinner.

Board Action Items

- At the board meeting following the annual meeting, decide on dates for annual events.
- Optionally, suggest or request a new annual event.

Committee Action Items

- At least six weeks prior to the event, circulate a flyer announcing the event and telling people to mark their calendars.
- Approximately one month prior to the event, circulate a flyer specifically asking people to sign up for food or services, with a cutoff date two weeks prior to the event.
- When the inputs are received, determine who will do what and call the appropriate people.

- One week prior to the event, circulate a flyer announcing who will do what.
- Be responsible for setup and cleanup crews.
- Optionally, suggest a new event.

3. Organize Work Parties at the Committee's discretion or as requested by the Board

Board Action Item

- Optionally, request that the Committee organize a work party for a specific purpose and within a specific timeframe.

Committee Action Items

- Optionally, decide that a work party is needed for a specific purpose.
- Make phone calls or send email to recruit people for the work party.
- Arrange a date and time for the work party.
- Arrange for obtaining any equipment that might be needed.

Report activities to the Board at or prior to each monthly Board meeting, either in person or by email.