

BIRKDALE COMMUNITY ASSOCIATION

Social Committee Charter

1. Purpose

The Social Committee advises the Birkdale Community Association (BCA) Board of Directors on community events that promote engagement and enhance residents' quality of life through inclusive activities.

2. Authority

- Established by Board majority vote.
- Operates under Board direction.
- Provides recommendations; final decisions rest with the Board.
- No independent authority to contract or spend HOA funds.

3. Duration

The Social Committee is a Standing Committee and continues until it is dissolved by the Board.

4. Membership

- Board appoints a maximum of 5 BCA owners as members.
- Board appoints Chairperson.
- Members serve 2-year renewable, staggered terms.
- Committee Members may be removed for cause at any time by a majority vote of the BCA Board of Directors.
- Members must maintain good standing with the HOA. Good standing shall be defined as the absence of any liens, privilege penalty, outstanding assessment or fine balances, CC&R Violations or pending legal action.

5. Responsibilities

- Recommend social activities and events.
- Develop and present written event proposals.
- Evaluate events.
- Submit annual budget proposals and input for the Board's budget.

6. Meetings

- Comply with BCA HOA standards and the Code of Virginia 55.1-1816.
- Advertise meetings with date, place, time, and open to all BCA members.
- Provide one agenda and packet of committee materials for the membership.
- Permit recording during open meetings.

- Executive Session may occur during an “open” meeting after an appropriate motion authorizes the Committee to discuss legal, personnel, or contracts. Following an Executive Session and resuming the open committee meeting, the Committee may vote on recommendations to present to the Board.
- Chairperson should appoint a secretary to record Minutes at each Committee meeting; Minutes should be filed with the Community Manager within 5 days following approval by the Committee.
- Include “Member Voice” opportunity at every meeting. See BCA Resolution 2025-001, “Member Voice Guidelines.”

7. Reporting

- Secretary creates Minutes for each Committee meeting and files with the Community Manager within 5 days following Committee’s approval.
- Chairperson submits a written report with recommendations to the Board at each regular meeting.
- Chairperson submits monthly written report for publication in “Birkdale Bulletin.”
- Chairperson provides a written summary report for Annual Meeting.

8. Limitations

Committee makes recommendations to the Board. It cannot bind the HOA financially or legally.

9. Scope of Responsibilities

- Present yearly calendar of events to the Board.
- Ensure events are inclusive and cater to a diverse range of residents, including families, singles, and seniors.
- Plan and execute events.
- Secure vendors
- Procure supplies and equipment.
- Coordinate with Community Manager, President and Treasurer regarding contracts and payments.
- Comply with Birkdale “Procurement and Disbursement Policy,” approved and effective 1-4-2024.
- Coordinate with Communications Committee
- Secure volunteers