



Plantation Harbor Property Owners Association

200 Antebellum Dr, Havelock, NC 28532

phpoaboard@gmail.com

REGULATION #25-03

Social Committee

DATE APPROVED: 01/14/2025

This rescinds regulation #24-06.

This regulation defines the PHPOA Social Committee purpose and responsibilities.

Membership: The Social Committee may consist of 2-4 members appointed by the directors. The number of members may evolve as various activities are taken on. While many volunteers may help on a given project, the permanent committee the directors should appoint members to ensure PHPOA insurance coverage. The members are appointed annually following the PHPOA annual business meeting.

Committee Operations & Responsibilities: The committee manages two types of events: PHPOA business obligations and social activity for the community.

1. Management: The Chairperson reports monthly to the Board of Directors, and annually to the membership on activities accomplished and for approval of major expenditures.

2. Finances: The Chairperson prepares a budget and submits it to the Treasurer prior to the Annual PHPOA Business meeting for approval by the directors.

- a. Committee members are unpaid volunteers.
- b. The chairperson may approve and spend up to the amount approved in the annual budget. In all cases, an itemized list of expenses is submitted to the Treasurer. The Chairperson initials all invoices, thus authorizing payment by the Treasurer. The Chairperson is responsible for managing the committee's budget. Overruns and expenditures exceeding the budget must be (pre)approved by the Treasurer or directors.
- c. PHPOA funds may be used to pay for events servicing the business needs of the organization, for example, refreshments at the business meeting.
- d. PHPOA funds may be used for any social activity the committee chooses to host. Any function with non PHPOA members may result in a minimal fee set by the Chairperson for guests.
- e. PHPOA funds may be used for community decorations such as holiday displays. Where possible reusable items should be purchased.

3. Responsibilities:

- a. Assign an individual to maintain the community calendar in PHPOA and coordinate with residents seeking to reserve the clubhouse for private events as well as community activities.
- b. Ensure a committee member or officer meets individuals renting facility to provide keys, chairs, tables as needed and verifying facility clean-up after the event.
- c. Arrange for preparation of facilities and refreshments for the Annual PHPOA business meeting.
- d. Propose, plan, and arrange for community social events such as a Christmas party and several other social gatherings throughout the year.
- e. Plan, purchase, and install decorations for the various holidays and gatherings.

Director, PHPOA

Director, PHPOA

Director, PHPOA

N. Provost

W. Kramer

J Nevius