

Hello Neighbors Social Committee Charter

Hello Neighbors Social Committee is a standing committee which reports to the KCCA Board of Directors. Its Mission Statement was developed to reflect the purpose of the committee:

Mission Statement

"Hello Neighbors Social Committee's purpose is to enable the KCCA community to engage in warm and welcoming social activities while maximizing residents' involvement, initiating interactions and building new relationships."

Responsibilities:

- With KCCA Administrative input, organize and host entertaining and informative events to welcome new KCCA residents three or four times a year according to need.
- Plan and host numerous social events throughout the year that will promote the Committee's Mission Statement. These may include, but not be limited to ice cream socials, holiday parties, potluck dinners, movies and concerts, and more, depending upon the interests and expertise of the Committee and the community.
- Will annually submit the Committee's budget and financial status so as to inform Board of Directors its needs in promoting and maintaining Hello Neighbors' social activities.
- Will submit monthly HOA newsletter article with dates, times and places of activities.
- Will follow appropriate laws and KCCA's governing documents including but not limited to KCCA Resolution 2012-310 "Committees Serving the Board of Directors".
- Will acknowledge responsibility to follow reporting requirements as per Resolution 2012-310.
- **First Sunday Event:**
 - Will provide to potential future homeowners a packet containing a pictorial brochure highlighting important facts of interest regarding King City (KCCA). To avoid a perception of conflict of interest, realtors will not be able to participate, include or display related documentation in the packet or at the KCCA Clubhouse.
 - Members of the Hello Neighbors Social Committee (HNSC) assist each month along with resident volunteers knowledgeable about the community.
- **New Residents Welcome Meeting:**
 - In keeping with Mission Statement, HNSC will provide an environment whereby new residents are able to begin their community life while learning some of the basic facts important to daily life in KCCA.
 - Residents are provided community information prepared by the Administration.
 - HNSC will provide an opportunity to meet new neighbors, tour the upper amenities and ask questions in a warm and welcoming environment.

Membership:

- A KCCA Board Director will be appointed as Chairperson by the Board annually and act as the liaison between the Board, Administration and HNSC.
- The Committee will be led by one or two members selected by the group. The Lead(s) will be responsible for planning the agendas and managing Committee meetings and coordinating events. The Leads' term of office will be reviewed/renewed annually.
- The Committee will appoint a Secretary and a Treasurer annually.
- The Secretary will be selected by the Committee to record meeting minutes and submit them to the KCCA office for publication as required by Resolution 2012-310.
- Committee membership will consist of three members or more according to the current need and availability of interested KCCA residents, but no more than two (2) Board Directors. Committee members can serve consecutive terms.
- Committee membership will be reviewed and reported to KCCA board for approval annually and as required by 2012-310 in case of a change in Chairperson.
- Individual members may be responsible for specific events or portions of events according to their interests, talents, and availability.
- Note that all resident members can vote in the committee.

Meetings:

- The Committee shall meet on a regular schedule agreed to by Committee members and as necessary depending on pending issues or current events.
- Meetings will be open to all KCCA residents.
- KCCA properties will be the venue for all scheduled meetings.
- Minutes from all scheduled meetings will be recorded and submitted to administration for publication as required.

Minutes and Reports: Per Resolution 2012-310

- A. Minutes -
 - o The committee will prepare minutes of its meetings and submit them to the Association Office within 3 business days following each meeting
 - o Committee minutes must be approved by at least the committee Chair and the Committee Lead(s).
 - o Minutes will be clearly labeled "Approved" before submission to the Office for posting on the website and bulletin board.
 - o Financial status to be reported if applicable or as required by the Finance or Budget Committee.
- B. Reports -
 - o Occasional reports will be submitted to the KCCA Board of Directors as requested and required.
 - o This Committee, when making recommendations requiring action, will communicate their findings and reasoning in a written report to the Board or appropriate Board committee.

The KCCA Hello Neighbors Social Committee Charter is hereby accepted by the KCCA Board of Directors the 8th day of September 2020.