



### SOCIAL COMMITTEE RESPONSIBILITIES

1. Conduct planning meetings for Heron Bay sponsored social parties. Ideas to be presented to the board for approval. Implement and follow through with party plans.
2. Distribute clubhouse key to persons/committees/clubs that use the Heron Bay Clubhouse for group meetings. Social Committee to check clubhouse after each function for cleanliness.
3. Maintain reservation calendar for clubhouse rentals. Social Committee to be responsible for meeting clubhouse renter, reviewing clubhouse rules, collecting fees and deposits and follow up for damage inspection after functions.
4. Organize, purchase and maintain general cleaning supplies for bathroom and kitchen.
5. Maintain complete clubhouse inventory of furniture, pictures, plants, accessories, etc.