

Section 7 – SOCIAL COMMITTEE

Sub-section 01 - SOCIAL COMMITTEE

Policy The Social Committee encourages and fosters activities that promote social interactions among Canterbury Common Residents creating a strong sense of fellowship and entertainment.

Guidelines/Responsibilities

1. The Social Committee shall be responsible for these guidelines.
2. To ensure adequate direction of multiple activities several sub-committees shall administer the following activities:
 - CCRA Coffee Hour and Happy Hour
 - CCRA special meals/dances
 - CCRA theatre and bus trips
 - Annual Wine Tasting event
3. CCRA is a non-profit entity and event expenses shall be contained in order to provide Canterbury Common Residents with value for fees charged. Revenue shall exceed expenses only by nominal amounts.
4. A record of event planning (Black Book) shall be maintained by the Social Committee to provide guidance to Social Committee members in the administration of future events.
5. Various self-managed interest group activities are not managed by the Social Committee but can obtain support from it when needed.
6. The Social Committee shall not serve in an external fund-raising capacity except as authorized by The Board.
7. Requests for non-recoverable expense purchases, such as small kitchen appliances and kitchen utensils, shall be addressed to the Administration Committee at the discretion of the Social Committee.
8. The Social Committee shall be provided with petty cash by the Finance Committee.
9. The Social Committee shall assist the Communications Committee by maintaining and monitoring events posted on the CCRA Social notice board.

Sub-section 02 – EVENT FUNDING

Policy All reasonable efforts will be taken by the Social Committee to ensure that all social events will be self-funding

Guidelines/Responsibilities

1. The Social Committee shall be responsible for these guidelines.
2. Social Committee events shall be open to all Canterbury Common Residents.
3. As soon as tickets for CCRA social functions/bus and theatre trips go on sale, each Canterbury Home shall be eligible to purchase two (2) tickets. Tickets may also be purchased for family Members over the age of 18 who reside with the Canterbury Common Resident.
4. Former Canterbury Common Residents and/or guests of Canterbury Residents will be permitted to purchase tickets only after tickets have been on sale to Canterbury Residents for two (2) weeks. A wait list will be held in the event tickets become available. NOTE: Only two (2) guest tickets per household permitted.
5. In order to meet the minimum number of participants for bus and theatre trips, persons who are not current or former Canterbury Common Residents may purchase tickets when required.
6. Since all Social Committee events are to be self-funding, pricing for events shall be set to offset projected operating expenses with a minimum mark up. Each event shall be self-funded through ticket sales. All tickets pertaining to events that include catered meals, should be marked "non-refundable". Caterer's costs are fixed per person and paid for from ticket sales. Unused tickets may be re-purchased by the next Canterbury Common Resident on the waiting list – if such a list exists. Post dated cheques are not accepted.
7. CCRA bus and theatre trip charges to participants may include transportation, theatre tickets, accommodation, meals and gratuities. Charges for some meals may be in addition to event pricing.
8. Money spent on prizes shall not exceed 10% of revenues to a maximum of \$150.00.
9. Should bookings for events not meet the minimum levels required to offset fixed expenses then the event will be cancelled. It is acknowledged that cancellation of events due to uncontrollable external factors may occur and the cost of any tickets purchased

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will be not refunded. In such case as there will be non-recoverable expenses, the Social Committee shall immediately notify the Board to seek approval.

10. The Event Convenor and Social Committee Treasurer shall maintain a record of revenue and expenses for each event.
11. Should revenues exceed expenses for events the surplus shall be accumulated on the Social Committee financial records. If there is a surplus in excess of petty cash on hand at fiscal year end March 31, the Social Committee shall transfer the surplus to the CCRA Treasurer for deposit in the CCRA Capital Fund.

Sub-section 03 – EVENT PLANING

Policy Social Committee events of any nature shall follow established successful guidelines.

Guidelines/Responsibilities

1. The Social Committee shall be responsible for these guidelines.
2. A convenor shall be appointed to coordinate each event. The Social Committee record of prior events (Black Book) shall be available to all committee members to provide guidance in successful event planning.
3. The Event Convenor and Social Committee Treasurer shall maintain a record of event planning, expenses and revenues. A final report of the event shall be held in the Social Committee records with a Final Statement of Income and Expenses for each event that are available to the CCRA Treasurer with the quarterly statement submitted by the Social Committee Treasurer in June, September, December and March annually.
4. Tentative reservations for use of The Centre shall be made in the early stages of event planning. Names, addresses and phone numbers of service providers shall be provided to the Scheduling Coordinator, along with the CCRA Event Application and Agreement form for Use of The Centre, at least two months prior to the event.
5. In the event proof of in force liability insurance, meeting CCRA requirements, cannot be provided by the supplier when requested their services shall be cancelled and alternative arrangements made or the Chairperson seeks the advice of the Chairperson of the Insurance Committee, a sub-committee of the Finance Committee. Cancellation of the event may result if the required liability insurance arrangements are not in place for the event.

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6. Occasionally the Board of Directors shall allow a waiver of the liability insurance requirements for specific service providers. The Board requires any such waiver requests to be received in writing at least twenty-one days prior to a regular Board meeting and each shall be considered on a case-by-case basis.
7. Notices to promote events will be posted in The Centre, at the postal kiosk, and a copy forwarded to Communications for distribution to the Webmaster, the EMB, and via Residents' email.
8. If event photos are taken they will be sent to the Communications Photo Coordinator for posting in the Chronicle and the Canterbury website.

Sub-section 04 – SOCIAL COMMITTEE USE OF THE CENTRE

Policy Canterbury Common Residents shall be encouraged to use The Centre for activities and social interaction

Guidelines/Responsibilities

1. The Social Committee shall be responsible for these guidelines.
2. The Centre shall be available for Canterbury Common Residents.
3. Tentative reservations for use of The Centre shall be made with the Scheduling Coordinator in the early stages of event planning. Names, addresses and phone numbers of service suppliers and /or entertainers shall be provided to the Scheduling Coordinator, along with the Social Committee /Canterbury Common Resident Event Application and Agreement form for Use of The Centre, at least two months prior to the event.
4. Functions open exclusively to Canterbury Common Residents and their guests shall be convened with no usage fee for the premises.
5. The Event Convenor shall be responsible for securing The Centre following the event.
6. Social Committee events shall be posted on the Monthly calendar.

April 15, 2024

Effective Date

Lauren Maher
Social Committee

Lou Rocha
President, Board of Directors

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