

SOCA COMMITTEE POLICY
September 28, 2015

The purpose of a Snowden Overlook Committee is to provide to the SOCA Board input and actions that the SOCA Board deems necessary to implement SOCA policies for the betterment of our community.

1. All SOCA sanctioned committees shall meet in open meetings.
2. All SOCA sanctioned committees shall be open to all Snowden Overlook residents.
3. SOCA committee members and chairpersons shall strive to promote goodwill in our community.
4. SOCA committee chairpersons may be picked by the members of the committee with the SOCA Board approval except that the SOCA Social Committee shall have as its chairperson the Life Style Coordinator. The tenure is one year but the committee may reelect that chairperson each year.
5. A SOCA committee chairperson may have the following duties:
 - a. Set the time and date of the meeting and put it on the calendar.
 - b. Make an agenda.
 - c. Run the meeting.
 - d. Take notes or have a note taker.
 - e. Present to the SOCA Board any plans, findings, issues, etc.
6. No SOCA Board member may be chairperson of a committee but may help on a committee without being a voting member of said committee.

I hereby certify that this policy was duly adopted by the SOCA Board of Directors at its regular meeting on the 28th day of September 2015.

Secretary _____

date _____