

RHODE ISLAND BUILDING OFFICIAL ASSOCIATION

SOCIAL COMMITTEE POLICY AND PROCEDURES

- I. Membership
- II. Term of Office
- III. Functions and Responsibilities
- IV. Duties of the Treasurer

I. Membership

1. The committee shall consist of four members. The President shall appoint the Chairperson. The Chairperson and Executive Board shall select three members from the membership at large.
2. One committee member will serve as chairperson selected by the President.

II. Term of Office

1. The chairperson and the three selected members of the committee will serve a 2-year term which shall run concurrently with the term of the President. There shall no limit to number of terms served, but they must be appointed for every 2-year term.

III. Functions and Responsibilities

The Social Committee is responsible for:

- A. Preparing the annual calendar of planned functions/events. This calendar will be forwarded to the Executive Committee.
 - B. The coordination of any approved Social Committee functions such as the annual Summer Outing meeting and Winter/Holiday meeting and any other social functions planned.
 - C. The funding of any approved Social Committee functions by such means as raffles, sales, or donations approved by the Executive Committee are to be kept by the treasurer.
 - D. Sending an appropriate remembrance, (a card, flowers, donations, etc.) in the name of the RIBOA as a whole in cases of serious illness or death of a member RIBOA.
 - E. Keep records of the Social Committee incomes and expenditures. Receipts must be presented to the Treasurer for any expenditure made in the name of the committee.
 - F. Upon written request of any member of the Executive Committee, make a statement of current committee finances.
 - G. Prepare an annual financial statement to be presented to the RI BOA Executive Committee at the end of the term of office, listing income, expenditures, and balances.
- Coordinating an Executive Committee sponsored retirement event, (coffee, luncheon, reception, etc.) and appropriate gift and/or card for a retiring member of the Executive staff or RIBOA member.
 - In cases other than the above, cards and/or gifts will be given at the discretion of the RIBOA Executive Committee and will not be coordinated or funded the Social Committee.
 - The sending out of Thank You notes to donors for sponsored RIBOA events, expo and raffles shall be the responsibility of the sponsoring committees.