

STANDING COMMITTEE CHARTER

Activities Committee

Authority

This Committee is chartered pursuant to the Bylaws which give authority to the Board to establish committees.

Statement of Responsibilities and Purpose

Acting within the Sunflower community Association's Declaration, Bylaws and Policies, the Activities Committee is formed as a standing committee. The Committee is responsible for the collection of monies for events and the reporting of their financial activity to the Finance Committee on a quarterly basis. The Committee is subject to the General Committee Guidelines.

The purpose of the Activities committee is to identify, recommend, investigate, research and plan special events, educational seminars, parties, etc. They may identify speakers, entertainers, presenters, and brainstorm for unique and creative events for Sunflower residents.

Membership

The Activities Committee shall consist of up to nine (9) community members as appointed by the Board of Directors and an unlimited number of subcommittee members as authorized by the committee. The Committee shall work in consultation with the General Manager.

Committee Meetings

The Committee meetings shall be held as determined by the members. Dates for meetings and events shall be submitted to the Association's administrative staff. The chairman shall report on actions taken by providing minutes of all meetings via email to the General Manager for inclusion in the Board Book and posting on the website.

Each subcommittee Event Coordinator shall be responsible for submitting detailed income and expense reports to the Chairperson of the Activities Committee and to the General Manager. They shall meet as often as is deemed necessary to plan and coordinate a specific activity.

Attested to by:

Tom Hewitt, Secretary
Date

Approved 9.7.2011