

Activity Committee Charter

(A Standing Committee)

Committee Formation:

This committee is chartered pursuant to the Sunflower Community Bylaws which gives authority to the Board of Directors to establish committees as well as disband them and to appoint or dismiss any member with or without cause.

Per Sunflower's By-Law 3.12.5: A Member may serve only on one Standing Committee.

All committee members are required to read the General Committee Policy 7.01 in order to know what their responsibilities are as a committee member.

Membership:

Applications for committees are available at the Center desk. Completed applications will be reviewed/approved at the next Board meeting following submittal of the application. The committee membership should also provide input to the committee liaison regarding the applicant which will assist the Board in their decision to place the applicant on the committee.

The committee shall have a minimum of five (5) and a maximum of nine (9) members. Members are appointed for a two-year term. The members shall elect a Chairperson, Vice Chairperson, and Secretary. The chair may serve no longer than two (2) years.

A committee member who is absent from three (3) of the regularly scheduled committee meetings, consecutively, in a 12-month period, beginning the first of the month following the Annual Members' meeting of each year is considered to have resigned from the Committee. The Directors may waive the resignation per Policy 7.01.

Meetings:

Committee meetings shall be monthly and the chairperson will provide the Community Manager the dates of the meetings by the first of October in order for them to be recorded on the monthly events calendar for the fiscal year.

The secretary shall type up the minutes of each meeting and provide them to the membership for approval at the next meeting. A draft of the minutes will be sent to the Community Manager within 7 days after the meeting so that the Board members have them for their monthly Board meetings.

Purpose:

The Committee is chartered to provide Sunflower residents various activities which may include:

- a) Entertainment
- b) Speakers and/or presentations of interest to the residents
- c) Music Under the Stars
- d) Other events that may be of interest to residents

Expenses:

All events are to be reviewed by the Community Manager and approved by the Board prior to setting them up. The committee should provide to the Board by June 15th. of each year a tentative schedule of events planned and estimate of their costs, if applicable. This will assist the Board, Finance Committee, and Community manager to budget such expenses for the new fiscal year.

Financial Procedures:

- The committee is required to complete applicable form(s) to request a check from the General Manager to pay for entertainment where income is generated or for Music Under the Stars band (cost for this is in annual budget and no fee to attendees).

- Board will annually, during budget process, place funds in Social Events General Ledger expense account to cover income generating entertainment.
- Board will annually, during budget process, place funds in Social Events General Ledger income account for the amount estimated for entertainment expenses. All the money collected by the committee for such events, must be given to the management for credit into this GL account.
- If more funds are collected than what the cost of the entertainment is, the General manager may approve the committee to purchase items needed for decorations, snacks, etc.(excluding alcohol) not to exceed the excess collected.
- All receipts for event expenses must be presented to the management for reimbursement.

The Committee is expected to collect enough funds to cover any expenses for events where tickets are sold. If an event is not covered, it may, however, be covered by another paying event.

Note: The Board also places funds in the Social Events General Ledger expense account for other activities besides this committee's events.

Quarterly, by the 24th. of the month (Dec., March, June, and September), the committee secretary will prepare an income and expense report and give it to the General manager who will provide a copy to the Finance committee and the Treasurer.

Music Under the Stars:

The Committee may also be in charge of Music Under the Stars which may take place once or twice a year, usually during the months of October and/or April when a majority of residents are in Sunflower. The Board will include funds to cover the band that provides music for this event in the annual budget.