WELCOMING COMMITTEE
CHARTER

Statement of Responsibilities and Purpose:

Acting within the Sunflower Community Association's Declaration, Bylaws and Policies; the Welcoming Committee is formed as a standing committee for the purpose of welcoming new residents to Sunflower and the Association.

The Welcoming Committee is responsible for:

- Preparation of a welcoming letter and packet which consists of publications of information for newcomers. Information may include maps of the local area, Visitors and Convention Bureau publications, Sun Catcher newsletters, Chamber of Commerce information from both Marana and Tucson and information about Sunflower clubs and activities;
- Conducting a reception once or twice a year as needed for new owners which may include introduction of key leaders and employees of the Association. Information on activities, amenities and volunteer opportunities may be presented at this time;
- Personal visits to the new owners, made by appointment, are recommended and
- Requesting approval from the Board of Directors to engage outside persons to provide expert opinion as deemed necessary.

The Committee works closely with Association management and will utilize other Association Committees when appropriate.

Membership:

The Welcoming Committee is a standing committee of at least five members. Members must submit an application to the committee chair and are then appointed by the Board of Directors.

Board Liaison:

The Association President shall appoint a Director to serve as a liaison between the Board and the Committee each year.

Committee Meetings:

Meetings are held as determined by the Committee members, usually on a monthly basis and no less than three times annually. More frequent meetings may be held as needed.

Minutes:

Minutes shall be submitted no later than 5 calendar days following the meeting and in accordance with the General Committee Policy.

Date Adopted: _____
Sunflower Community Association Board of Directors
4-08-09