

ACTIVITY COMMITTEE CHARTER

Revised 2/15/2023

Committee Formation:

Pursuant to Article III of the Sunflower Community Association, Inc., Bylaws, the Board of Directors (Board) is empowered to establish committees as deemed appropriate in carrying out the purpose of the Association. Accordingly, execution herein authorizes the establishment and continuation of the Activities Committee (Committee).

Chain of Command:

All Committee members shall serve at the will of the Board. The Board has the right and authority to disband and discontinue any committee or sub-committee, as well as appoint or dismiss any committee member or sub-committee member with or without cause.

Statement of Intent and Objectives:

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 (takes place during the months of October & April)
- D). Other events that may be of interest to residents

Expenses:

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

Financial Procedures:

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. The Board also places funds in the Social Events General Ledger expense account for other activities besides this committee's events. Quarterly, (Dec., March, June, Sept. by the 24th of the month) Chairperson will prepare an income and expense report and give it to the Community Manager who will provide a copy to the Finance Committee and the Board.

- A. The Committee is required to complete applicable form(s) to request a check from the Community 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). The Board will include funds to cover the band that provides music for this event in the annual budget.
- B. The Board will annually, during budget process, place funds in Social Events General Ledger expense account to cover entertainment.
- C. The 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 Community Manager for credit into this General Ledger account.
- D. If more funds are collected than what the cost of the entertainment is, the Community Manager may approve the Committee to purchase items needed for decorations, snacks, etc. (excluding alcohol) not to exceed the excess collected.
- E. All receipts for event expenses must be presented to the Community Manager for reimbursement.

Committee Membership:

Membership shall include homeowners of Sunflower Community Association, Inc., whose membership shall be in good standing with the association and include those members deemed appropriate by the Board; and until such time as a majority of the Board finds it necessary to rescind, modify or amend this Charter. The Chairperson, Co-Chairperson, Treasurer and Secretary will be nominated and approved by the Committee. The Committee shall have a minimum of five (5) and a maximum of nine (9) members. Candidates for membership will submit an application (attachment A) which is available at the front 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 board liaison regarding the applicant which will assist the Board in their decision to place the applicant on the committee.

Terms of Service:

Members are appointed for a two-year term. The Board may allow members to serve up to two (2) successive additional terms. The Chairperson may serve no longer than two (2) years. Committee members who are unable to attend regular scheduled meetings are asked to phone into the meeting via the technology in the meeting room. A Committee member who is absent from three (3) consecutive regular meetings in a 12-month period will be asked to resign.

Meetings:

Committee meetings shall be monthly, and the chairperson will provide the Assistant Community Manager the dates of the meetings by the first of October for the dates to be recorded on the monthly events calendar for the fiscal year. A quorum of two (2) out of the four (4) officers must be present at a meeting to conduct business.

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 and the web team (webteam@sunflowerliving.com) within 7 days after the meeting so that the Board members have them for their monthly Board meetings.