

Sunflower Community Association

Ad hoc Sports Court Committee

Purpose/Mission

The Sports Court Committee will research past, present, and future needs, and the feasibility, location, approximate cost of constructing new Sports Courts in Sunflower and creating a C.I.F. project.

Type of committee: **Ad Hoc**

Scope of Work

1. The committee shall research past, present, and future needs for sports courts for the community of Sunflower.
2. The committee shall research possible vendors for said courts
3. The committee shall research the feasibility, location, approximate cost of constructing new sports courts in Sunflower.
4. The Committee shall research approximate cost and source of any funds for said courts
5. The committee shall give recommendations to the Board on creating said courts into a C.I.F. project

Membership/structure

1. The Committee shall consist of seven (7) members of the Sunflower Community. Residents may apply for the Committee by filling out and submitting the application that will be available at the front desk. The Sunflower Board will review the applications and select seven members.
2. At its first meeting, the Committee will elect a Chairperson and a Secretary.
3. The Chairperson may establish working groups in order to accomplish assigned and chartered responsibilities.
4. The Board will appoint one of its directors as liaison to the Committee.
5. The Committee will also include the Community Manager in their meetings. The Committee will recognize that attendance may be limited by the Community Managers schedule
6. Proper posting of said committee meeting notice/agenda: Manager will give 48-hour notice before committee meeting.

Meeting/Quorum

1. A quorum shall consist of four or more Committee Members.
2. Committee meetings are open to members of the Association, but only Committee Members can vote on Motions.
3. Committee Members may participate by teleconference.
4. All Members of the Committee shall be given at least two business days' notice of time and place of any meetings of the Committee. Such notice may be in person, by telephone, fax or e-mail.
5. The Committee shall have its first meeting within two weeks after the Members are selected by the Sunflower Board and will continue to meet as needed until the scope of the work is complete.

Agenda/Reports

1. The Chairperson shall be responsible for establishing the agendas for the meeting.
2. An agenda, together with relevant materials, shall be sent to Committee Members at least two days in advance of the meeting.
3. Minutes for all meetings shall be drafted by the Committee Secretary, reviewed by the Committee Chairperson, and approved by the Committee Members at the following meeting.
4. The committee will submit copies of its approved meeting minutes to the Community Manager to give to the board for review and posting on the Sunflower website.

Limitations

1. The Committee members cannot enter into contracts, negotiations, or agreements.
2. The Committee members can not approve projects or proposals.
3. The Committee members do not have the authority to spend association funds.
4. The authority of the Committee members does not extend beyond what has been defined by the Board and Association policy.
5. Staff support may only be utilized with prior approval of the Community Manager.

References

1. Community Committee Policy No. 7.01