



Sunset Village, Inc., 3401 Gandy Blvd., Pinellas Park, FL 33781
Phone: (727) 577-0287, Fax: (727) 577-4864

Sunset Palms Charter Social Committee June 16, 2024

Effective Date:

This charter is effective on the date the Board of Directors approves a motion to approve the charter. The charter will remain in effect until such time as the document is revised and approved by the Board of Directors or until the Committee is formally dissolved by the Board of Directors.

Mission Statement:

- The Social Committee organizes social and recreational activities for all residents of Sunset Palms. The activities serve to promote the well-being of residents and foster interaction, communication, and opportunity to develop positive interpersonal relationships between residents.

Relationship to Board:

- The Board of Directors will appoint a Director to act as liaison between the Board of Directors and the Social Committee.
- The Committee sits at the pleasure of the Board of Directors and consists of five officers within Sunset Palms Community, namely the President, Vice-President, Treasurer, Secretary, and Communication officers plus any resident volunteers selected to participate in the committee by the Board of Directors.

Membership:

- The Social Committee is a standing committee of the Board of Directors. Membership will be determined via elections every 3 years. Membership is open to all residents of The Sunset Palms Community.
- The Social Committee shall have five Officers: President, Vice-President, Secretary, Treasurer and Communication Officer
 - The term of office will be 3 years.

- The election of Officers shall take place at the Annual Social Committee Meeting held in March every 3 years with the term beginning at the close of the meeting at which the election is held.
- Officers may be nominated from the floor and may be elected by show of hands or secret ballot, as determined by the President and members in attendance at the Annual Meeting.
- No member shall hold more than one office at a time.
- If a vacancy should occur, the President of the Committee, with the approval of the Board of Directors, shall appoint an interim person to fill out the term of office.
- The Committee may appoint a chairperson for each activity and/or event. The term of such appointed will be reviewed annually.

Attendance Requirement:

- All residents are welcome to attend the meetings. A quorum will consist of the majority of residents in attendance at the meeting.

Meeting location and Frequency:

- A minimum 48-hour meeting notice, posted on the bulletin board and accompanied by a global email to all shareholders is required.
- The Social Committee meets monthly from October through April. Special meetings may occur with the required notices.

Authority:

- The Committee may make decisions on recommendations to be presented to the Board of Directors.
- The President and Treasurer have spending authority to purchase items that are generally consumed for social events. The Board of Directors approval is required to purchase assets. The Treasurer is issued a debit card that is used to purchase items for social events. The control of the card is the responsibility of the Treasurer. The card is to be signed in and out by the person using the card and include a return date. No personal expenses or items are to be made using the Social Committee debit card.

Duties and Responsibilities:

Duties of Officers:

- President:
 - a. Preside over all regular and special meetings of the Committee. Appoint all chairs and committees.
 - b. Be an ex-officio member of all social activities or events.
 - c. Approve expenditures of the Committee.
 - d. Responsible for the safekeeping of the Social Committee debit card and all transactions of the card.
- 2. Vice-President
 - a. Perform all duties of the President when the President is absent.
 - b. Assist the President in any manner called upon.

3. Secretary
 - a. Record all proceedings of the Social Committee in the form of minutes to be presented at all meetings.
 - b. Is custodian of all records excluding financial records, of the Social Committee including Committee reports.
 - c. Files a copy of all minutes of Social Committee meetings with the manager of Sunset Palms to be filed in the Committee book in the office and posted on the web site.
4. Treasurer
 - a. Record all financial transactions of the Social Committee.
 - b. In conjunction with the Sunset Village, Inc. Treasurer, prepare periodic financial reports which summarizes, by activity, the revenue, and expenses of the various social events.
 - c. Present the above-mentioned reports at each meeting.
 - d. Prepare and make bank deposits.
 - e. Prepare budgets.
 - f. Hold the debit card for bank account.
5. Communication Officer
 - a. Prepare meeting agendas.
 - b. Research items for the Social Committee activities.
 - c. Advertising activities.
 - d. Signs for events.
 - e. Newsletter submissions.

Prepared by:

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Reviewed and Approved:

Board Secretary: _____

Board Chairperson: _____

Meeting Date Approved by the Board of Directors: _____

Revision History/Date last updated: _____