



Sunset Village, Inc., 3401 Gandy Blvd., Pinellas Park, FL 33781

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A Resident-Owned 55+ Community

<https://www.sunsetpalms.org>

### **Sunset Palms Social Committee Charter April 22, 2026**

To serve as a guide for how a committee conducts itself and runs its meetings to structure order allowing the committee to focus on the work at hand and how to do so.

#### **Effective Date:**

- Original Charter, June 16, 2024, revised April 22, 2026

#### **Charter Term:**

- This charter is effective on the date the Board of Directors approves 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 Sunset Village, Inc. (SVI) Board of Directors:**

- The Sunset Village, Inc. (SVI) 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 SVI Board of Directors and consists of up to seven (7) officers within Sunset Palms Community, namely the President, Vice-President, Treasurer, Secretary, Communications Officer, and Director(s) 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 2 years. Membership is open to all residents of Sunset Palms Community.
- The Social Committee shall have five(5) to seven (7) Officers: President, Vice-President, Secretary, Treasurer, Communications Officer, and Directors
  - The term of office will be 2 years.
  - The election of Officers shall take place at the Annual Social Committee Meeting held in March every 2 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 SVI 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 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.

**Meeting location and Frequency:**

- A minimum 48-hour meeting notice posted on the bulletin board, accompanied by a global email meeting is required.
- The Social Committee meets monthly November 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 SVI Board of Directors approval is required to purchase assets.
- A small cash fund is to be kept in the office safe. Funds are distributed with approval by the President and Treasurer.

**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 committees.
  - c. Approve expenditures of the committee.
- 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. After preliminary approval of the Social Committee, file a copy of all minutes with the manager of Sunset Palms. Minutes are 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, prepares the periodic financial report which summarizes, by activity, the revenue, and expenses of the various social events.
  - c. Presents the above-mentioned reports at each meeting.
  - d. Prepare and make bank deposits and prepare and distribute payments.
  - e. Prepare budgets.
  - f. Maintain the cash fund held in the office safe

- g.
- 5. Communication Officer
  - a. Prepare meeting agendas.
  - b. Advertising activities.
  - c. Newsletter submissions.
- 6. Director(s)
  - a. Assist the Social Committee in areas that require additional support
  - b. Other duties as assigned

This charter prepared by: Joan Murphy, Karen Harding, Roberta Maynard and Maggie Stokes.

Reviewed by: Roberta Maynard Lucy P. Schuster

Board Secretary

Board President

Approved by the board on April 22, 2026 .

This charter was last updated on April 22, 2026 date.