

# Shelter Bay Social and Recreation Committee

## Mission Statement

To promote social and recreational activities that will interest and involve a broad sector of the Community. To help defray event expenses, the Committee may solicit donations or charge a fee as deemed appropriate to the specific event. The Committee is also charged with the responsibility for recommending to the Board of Directors enhancement of recreation facilities and equipment to promote their mission.

## Operating Guidelines

### General

The Social and Recreation Committee (SRC) is a standing committee designated in the Rules and Regulations of Shelter Bay, Chapter 20.010.020 which is also cited as the operating authority.

The structure and general operating guidelines for the Committee are as follows:

The Committee is made up of 7 regular members including 2 members of the Board of Directors. A quorum consists of 4 members, and actions may be taken only if a quorum is present. Two or more alternate members may also be approved by the BOD, but alternates may vote only if they are needed to fulfill quorum requirements.

The regularly scheduled meeting time for the SRC shall be 5:30 p.m. on the 2<sup>nd</sup> Wednesday of each month. The meetings are held in the Clubhouse.

The SRC has a need for small expenditures to support SRC events, and has been authorized to control a separate checking account with a balance not to exceed \$500. This account is maintained by transfer of funds from the budgeted SRC account by the Community Manager. One signature is required on issued SRC checks. Authorized signatures are the Chair and officers of the corporation.

### Organization

The officers of the SRC are Chair, Vice-Chair and Secretary. The Chair is appointed by the Board; other officers are appointed by the Chair. The Secretary is charged with the responsibility for summarizing the minutes and supplying the draft to the Office within 5 days of each meeting. The Chair shall provide a written report of expenditures and event funds committed compared to a calendarization of the approved budget. The Chair is responsible for reporting to the BOD on Committee activities and finances each month. This responsibility may be delegated by the Chair to one of the BOD Committee members.

### Planning and Budgeting

The full Committee will plan, in January, for an annual calendar of social, educational, and recreational events to be sponsored by the SRC. These events will be based and selected from previously sponsored events, new event ideas, and the results of community surveys. An annual budget will be developed in January and submitted to the BOD to cover the cost of these events plus a contingency increment for both cost escalation and to provide some flexibility for unknown opportunities.

### **Event Planning**

Event Team Leaders volunteer for specific events and are responsible to plan the event. The Event Team leader will plan all aspects of the event, recruit volunteers as needed to staff the event, firm up the details of the budget for the event, and will be responsible for setting up and clean up at the end of the event. The Event Team Leader shall recommend to the full Committee for concurrence, if the solicitation of donations is contemplated. Event team members will be reimbursed for budgeted expenses by submitting itemized invoices and a request for check to the SRC Chair through the Community office. The request for check will be approved by the Chair and a check dispersed from the SRC account by the Chair. The SRC will be responsible for defining the work scope and obtaining cost quotes from outside contractors, and the actual finalization of the contract will be conducted by the Community Office.

The SRC will review and approve applications for classes and groups that meet regularly at the Clubhouse or Annex, and any event requests for waiver of rental fees.

### **Maintenance of Social Calendar**

The SRC shall in regular meetings develop and maintain current a Calendar of Events for the current year. This calendar shall include summary listings and as event planning matures, details regarding appointed leaders, budgets, and other pertinent details. The calendar shall be published in the minutes of the meeting and be posted on the Bulletin Board in the Community Office, when updated.

### **Reader Board**

The SRC shall designate a member or volunteer to be responsible for periodic update of the reader board at the Community entrance gate. The updates shall be accomplished monthly and as required by new or changing events.

### **Upgrade of Social and Recreational Facilities**

The SRC is vitally interested in the availability and condition of facilities critical to the enjoyment of related events. The Committee does not have responsibility for either creation or maintenance of facilities and therefore will exercise this authority through observing, making suggestions, preliminary planning, proposing, and soliciting donations for desired upgrades. These efforts will in general be organized and managed by a selected Event Team Leader. Minor expenditures may be budgeted and paid for from the SRC Checking Account. This type of expenditure will not exceed \$300 per project. All other projects will be documented in a proposal to the BOD for concurrence, scheduling, and assignment to the appropriate committee or Facility Coordinator for implementation.



# shelter bay community, inc.

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**For Office Use Only**

Applicant is a member  
in good standing

Initials \_\_\_\_\_ Date \_\_\_\_\_

## REQUEST FOR COMMUNITY EVENT TO BE SPONSORED BY THE SOCIAL AND RECREATION COMMITTEE

### Event Application Instructions

1. Please complete both sides of this Application/Request Form and it leave at the office.
2. **Social & Recreation Committee (SRC) approval must be obtained before advertising the event.**
3. If you would like the event announced in the Shelter Bay Newsletter, please attach news copy. Contact person is the Committee Secretary who can be reached at the Community Office: 466-3805.
4. The applicant will be notified within five (5) working days after the meeting whether the request is approved.
5. If SRC funds are authorized for an event, the applicant will need to provide all receipts for all expenditures pertaining to the scheduled event in order to be reimbursed. A cash advance will not be issued. If applicant anticipates exceeding approved SRC funding, an additional request must be made in writing to the SRC for approval/disapproval for the additional funding prior to making the expenditure. **All receipts must be submitted with a completed Check Request Form which is available at the Community Office.** Please put the Check Request in an envelope marked "Attention: Social and Recreation Committee". It will take the Office approximately seven working days to process the check request.
6. The Social & Recreation Committee (SRC) would also like to suggest that the applicant attend the SRC meeting to answer any questions. Applicant shall check with the Shelter Bay Office for the current meeting time and place.

### Request Form

Applicant Name:		Lot #:	Telephone #:	Date of Application:
Mailing Address:			Email Address:	
Date and time of event:				
Specific Description of Community Event:				
Need use of Clubhouse? Yes No (circle one) Deposit to be determined.		Need use of B-B-Q and/or Picnic Area? Yes No (circle one) Propane? Yes No (circle one)		
If yes, when will clean-up be scheduled?		Applicant acknowledges responsibility for clean-up, equipment, and any damages.		
Funding Required for Event: (Fill out budget sheet on back) Yes No (circle one)		Applicant's Signature _____		
Scheduled set-up time:		Applicant's Printed Name _____		

***Please see reverse side to complete application/request form.***  
*The Social and Recreation Committee meets the 2<sup>nd</sup> Wednesday of the month at 5:30 p.m. at the Clubhouse.*

