

**PUNTA RASSA SOCIAL COMMITTEE
PROCEDURES AND POLICIES**

April 2010

1. Having been approved for formation in April 2010 by the Board of Directors, the Social Committee will make report to the Board by way of providing an annual budget and an “after-event” financial statement for the purpose of accountability to the Association.
2. The committee will be comprised of seven (7) voting members from which members will elect a chairperson, secretary and treasurer. The Secretary will provide minutes from each meeting to committee members prior to the next scheduled meeting.
3. The Association Manager will act as advisor to the committee in so much that his/her experience with large group activities and the ability to provide support assistance that will benefit the mission of the Social Committee, which is to serve the Punta Rassa community.
4. The committee will be financially independent through the sale of tickets to events, receipt of donations and through income-generating activities such as yard sales, art and craft fairs, bake sales or other activities as decided upon by the committee. This endeavor will also include developing a donor/patron program.
5. A checking account for the committee will be established at Iberia Bank.
 - * There will be designation of two signers on all checks utilized by the committee for payment of supplies, caterers, entertainment, etc.
 - * All monies collected at the office will be carefully recorded and given to the treasurer for reconciliation immediately following the deadline date for ticket sales.
 - * Bank statements will go to the treasurer to be reconciled and brought to the committee, along with activity report for review. Additionally, all checks being drawn are to be reviewed by members of the committee.
6. Any members authorized to make purchases for events must present receipts to the treasurer and/or chairman for recording and payment.
7. Committee members will serve for at least one full year (season). If anyone desires to step down after that time, names of possible candidates will be submitted and a lottery drawing held to fill the vacancy.
8. Officers will serve for two years, ending 2012, after which time an election will be held amongst committee members. Officers may not serve more than two terms.

10. Notice of meetings, with agenda, will be posted to all residents 48 hours in advance through email services and notices posted in the buildings.

11. Any resident may attend meetings. Their questions and comments will be entertained after each agenda item. Their assistance with event implementation will be encouraged, however, their participation is in a non-voting capacity. The committee will encourage the participation of residents who are not committee members.

12. Pre-numbered tickets will be used for all events. Tickets should be inventoried and reconciled to revenue for each event by the treasurer.

13. All food served at events will be provided by professional caterers who are licensed and insured. Copies of these documents must be requested from each vendor. A written contract will be utilized for each agreement.

14. Entertainers must provide a copy of their liability insurance, and licensing if required. A written contract will be utilized for each agreement.

15. This committee will do its utmost to foster good relations with all residents and renters at Punta Rassa and do everything possible to provide fellowship, fun and fulfilling social experiences for all.

Sandra Christ, Chairman _____

Margee Meyer, Treasurer _____

Sheila Verteramo, Secretary _____

Marylin Hansen _____

Leslie Rosser _____

Joan Bussiere _____

Sherene Buster _____

Date: _____