

Activities Committee Input
DBLA Operating Manual (8-27-16)

Activities Committee Mission Statement:

- The Activities Committee members will consist of leaseholders and long term renters. Cooperatively, the committee shall plan and coordinate events throughout the year for DBR leaseholders, renters, and visitors.

Suggestion:

- Add "Treasurer" to the Activity Event Report.

General Understanding:

- All committee work is volunteer and, as such, there is no compensation or quid pro quo for any work done on behalf of the Activities Committee
- The Activities Committee should attempt to cover their expenditures by charging for events.
- The Activities Committee may do fundraising for items needed by the community, by other committees.
- Fundraising will be conducted in cooperation with DBLA guidelines.

Activities Committee Responsibilities:

- Meet on a regular basis to plan recreational or educational events.
- Solicit input from residents regarding events.
- Maintain Radclyffe supplies (paper products, decorations, concessions, etc.) general order, television services.
- Monitor refrigerators and freezer and clean out old food and supplies.
- Maintain Radclyffe checklist for safely closing building.
- In cooperation with Facilities Manager, maintain the calendar for reservations for Radclyffe and Ramada for groups and public and private events.
- Coordinate with scheduled groups regarding their needs and their use of DBR facilities: Hootenanny, Art Studio, Buddhist Book Group, Binge TV, Quiet Game Night, Poker Night, Movie Night, Game Night, Board Meetings. Facilitate scheduling conflicts.
- Present drinks and snacks for sale at events. (Differential between cost and price will defray cost of items provided for free: popcorn, oil, salt, coffee, etc.)
- Be available to plan fundraising events (including drawings, 50/50 raffles) for special projects for other committees or general DBR needs.
- Be responsible to the board to act in accordance with board guidelines.

Structure of Activities Committee:

- Chair, Term position
- Secretary, Term position
- Treasurer, Term position
- Event Leader, for term of event only. Act as Co-Chair of the committee for specific event.
- Voting Members

- Non Voting Board Liaison. The Activities Committee invites the Liaison to be a fully participating member, with the exception of voting.

Choosing a Committee Chair

- A volunteer will present herself as a candidate for Chair of the committee at the last committee meeting in August.
- The committee chair must be a DBLA leaseholder.
- Term of position will be one year - from September to September.
- A person may be elected as Chair for multiple terms.
- There will be no limit on the number of terms a Chair may serve.
- The candidates will be voted on by the committee members.
- Candidate with the highest number of votes wins the position.
- The Chair must be approved by BOD.
- The BOD approves the list of committee members.

Activities Chair Duties

- Schedule committee meetings once per month or more as needed throughout the year.
- Create meeting agenda
- Solicit ideas from committee members and discuss agenda items. Summarize for clarity.
- Publicize meeting date, time, location and agenda to the committee members via committee email list.
- Publicize meeting date, time, location and agenda to residents through *** TBD ***
- Lead meetings, conduct discussions and consider suggestions of members and residents in attendance.
- Organize a work plan for events: develop the scope of event, create a task list and solicit volunteers, create timeline, create shopping list, create sign up sheet.
- Choose Event Leader.
- Review Activity Event Report for past event and discuss.
- Keep committee records and present periodic reports to the BOD and a comprehensive report at the Annual leaseholders meeting.
- At special events and in cooperation with the Event Leader, coordinate work teams, supplies, set up, schedule, breakdown and clean up of all events.
- Coordinate with Treasurer and Event Leader to complete Activity Event Report for each event.
- Coordinate calendar *** TBD***
- Maintain email list and send email blasts.
- Monitor sign in sheets and cancel events with inadequate attendance.
- Maintain all committee records, announcements, financial tally and suggestions for improvement, etc.

Treasurer

- Commit to be available for the entire term.
- Treasurer is a voting member of the committee.
- Fill out Activity Event Report for each event.

- Responsible for all funds requests.
- Provide a receipt for all money exchanges with committee members, staff or residents.
- Collect all receipts for committee expenditures and makes all disbursements.
- With the Chair and Event Leader, complete the AER for each event.
- When the form is complete, the Treasurer and the Event Leader sign the form.
- At the completion of each event, the treasurer will give the money, receipts and completed form to Office Manager and finalizes the report with her, and address any problems.
- When all reports are finalized with the office, copy and disburse report to the committee.

Secretary

- Commit to be available for the entire year. Find a substitute, if unable to attend a meeting.
- Take detailed and accurate notes of all meetings.
- Create a log of committee decisions and recommendations.
- Submit notes to Chair for input.
- Submit finalized notes to the committee.
- Secretary will be a voting member

Event Leader

- Each special event planned by the committee will have an Event Leader, who will act as a Co-Chair for each event.
- Tasks will be divided between Chair, Event Leader and volunteers.
- Changes in the organization of the event will be presented to the Chair.
- A written timeline, list of tasks and volunteers will be coordinated by the Event Leader.
- Event Leader will work with the Treasurer and the Chair to finalize the AER.

Members

- Any leaseholder or long term renter can be a member of the Activities committee.
- Members commit to attend meetings and volunteer for tasks associated with projects of the committee.
- Members commit to making themselves available for meetings. If a member is out of the park at the time of a meeting, they commit to make themselves available through electronic means if possible.
- Members will vote on decisions and all votes have equal weight.
- Any resident can attend committee meetings, participate in discussions and/or volunteer to help with activities. But non-members cannot vote on committee decisions.
- Members who volunteer for tasks are responsible for that task. If a volunteer is unable to fulfill their duty, they should try to find a replacement.
- Members who routinely fail to fulfill their duties will be removed from the committee.
- A member who does not attend meetings and/or who does not volunteer for committee work will be removed as a voting member of the committee.

Meetings:

- All in attendance agree to participate in the discussion respectfully: to speak one at a time, to make comments and suggestions in order to further the discussion, to stay on topic, to be flexible and cooperative with other members.
- Chair will follow the Agenda, postponing non-agenda items to the end of the meeting if time permits.
- Chair will end the discussion of each agenda item, then summarize and recap for clarity.
- Committee will vote if necessary.
- Chair is allowed to make decision if no decision can be reached.
- Secretary will record general details of discussion and results and decisions.