

Sunshine Committee Charter

Purpose/Scope

The Sunshine Committee acknowledges CTA member events/happenings that are brought to the Community's attention (usually thru the BOD) by extending greetings, congratulations or condolences on behalf of the CTA community (i.e. new owners, births, deaths, sickness, etc.). Community members should contact the BOD with information regarding such events, and in turn, the BOD will inform the Sunshine Committee to determine appropriate acknowledgement.

Committee Guidelines (common for all committees):

- Meetings will be held as needed at the time and place chosen by the committee in the course of their meetings
- Meetings will end with a clear understanding of expectations and assignments for next steps
- Ensure committee charter is kept current and updated, as needed (e.g., new issues, updates, etc.).
- Quotes over \$500 must be presented to the CTA board for approval.
- A final draft of committee minutes must be submitted to the board and reported out at the annual CTA meetings (June and August meetings).

On-Going Tasks:

- At annual meetings, update the CTA community of member events that have been acknowledged.
- Based on the member and event, determine appropriate acknowledgement (e.g., flowers, gift card, fruit basket, CLA Memorabilia, etc.).
- Report out at community meetings updates regarding community members.