

# NEW HORIZONS SOUTH BAY ASSOCIATION

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## CHARTER RECREATION COUNCIL

### PURPOSE:

To coordinate activities and/or requirements of New Horizons Clubs with the Board of Governors and with each other.

### ORGANIZATION:

The Chairman of the Recreation Council is an elected member of the New Horizons Board of Governors. In addition, the Council is comprised of the chairmen (or their representative) of each of the authorized New Horizons Club plus four (4) appointed officers (Vice Chairman, Secretary, Treasurer, Newsletter Correspondent).

### RESPONSIBILITIES

#### Council Chairman:

1. Represents the Council at the Board of Governors meetings.
2. Coordinates Council activities and/or requirements with the Board of Governors.
3. Makes up the Monthly Activities Calendar for publication in the New Horizons Newsletter.
4. Reviews the "Charter for Committee Chairman".
5. Presides at the Recreation Council meetings.

#### Vice-chairman:

Vice-Chairman acts for the Chairman in his/her absence except the vice-chairman cannot make a motion or vote on matters being considered by the Board of Governors.

#### Secretary:

Takes and prepares minutes of the meetings. Minutes are submitted to the Council Chairman for review and use in preparing monthly reports to the Executive and Rules Committee.

#### Treasurer:

Responsible for paying bills, balancing the checkbook and making all deposits promptly. The treasurer also prepares a Treasurer's Report which is read at the monthly meetings. **VERY IMPORTANT:** At least two signatures are required on Recreation checks. When there is a change in officers the new chairman and treasurer must go to the bank with the out-going officers to officially take care of the name changes.

#### Newsletter Correspondent:

Prepares and submits Recreation Council items for the Newsletter in order that residents will be aware of the activities planned by the Recreation Council.

### **Committee members:**

All club chairmen (or designated representatives) are expected to be active members of the Recreation Council. They will assist the chairman in accomplishing the objectives and responsibilities of the Council.

## **PRINCIPAL FUNCTIONS:**

### **Chairman**

1. Represents Council at Board of Governors meetings and represents Board at Council meetings.
2. Publishes the calendar in the New Horizons Newsletter.
3. Coordinates all recreational activities, and all other activities using New Horizons facilities, to prevent conflict of events, dates, times or use of facilities.

### **Council**

1. All clubs are responsible for making sure that the Recreation Council Chairman is informed of the dates of their events, and approves the event, use of facilities, and scheduled use of facilities.
2. Provides contact with and between New Horizons clubs, and provides appropriate lines of communication between clubs, the Recreation Council, and the Board of Governors.
3. Submits approved written motions to the E & R Committee for consideration by the Board of Governors for approval of charters for new clubs. Such motions will then be presented to the Board of Governors. Copy of such charters will be filed in office after Board approval.
4. Responsible for seeing that the Clubhouse is decorated for Christmas, and the removal of the holiday decorations. The Christmas decorations should be put up on the first Saturday in December and taken down soon after New Year's Day.
5. The Council shall be in charge of planning events not sponsored by affiliated clubs. These events include, but are not limited, to the following:
  - Easter Sunday
  - Memorial Day
  - Independence Day
  - Labor Day
  - Veterans' Day
  - New Year's Eve

***It is mandatory that all Funded Committees clear with the Budget Committee, and the Board of Governors, any transfer of budgeted funds to non-budgeted use, as well as the disposal or transfer of Association funds or equipment.***