



## **COMMUNITY ACTIVITIES & RECREATION COMMITTEE**

### **ORIGIN**

This is a Standing Committee established per Article VIII, Section 3 of the MGCA Bylaws.

### **PURPOSE**

The Community Activities Committee shall organize the Association's events for its members, the community and the public.

### **MEMBERSHIP**

Per MGCA Bylaws, Article VIII, Section 8, the committee, "shall consist of the committee chair and at least two (2) Board Members plus additional Members and non-Association members as deemed appropriate by the committee chair.

### **MEETINGS**

Meetings are normally called by the committee chair on an as-needed basis and may be held in coordination with the Recreation Committee.

### **RESPONSIBILITIES**

- To plan and execute MGCA community events that may include:
  - Campmeeting Porch Sale
  - Heritage Festival
  - Annual MGCA picnic
  - Planning and executing may include things such as: contacting entertainment, soliciting sponsors, printing and distributing materials, mailing contracts, creating advertising, purchasing supplies, etc.
  - Review other events as suggested by Members
  - Other events as approved by the Board of Managers
- Where outside vendors may be required, the committee will choose vendors and obtain prices. All vendor contracts must be signed by the President.
- Provide updates to the MGCA website with relevant information as appropriate.
- Update the official Mt. Gretna website ([mtgretna.org](http://mtgretna.org)) with committee sponsored events or activities.
- Responsible to fundraise as appropriate in consultation with the Finance Committee and any other pertinent committee.

- Present (or submit in writing) a committee report at each regular meeting of the Board of Managers

### **AUTHORITY**

Authorized to schedule Heritage Festival acts provided expenditures stay within approved funding.

### **FINANCING/BUDGET**

This committee has a line item in the MGCA annual budget for operating expenses. The committee may spend these funds in accordance with Board approved spending constraints. As part of the annual budget process, the Committee chair must submit a budget request for approval.

The Chair is responsible for ensuring that expenditures do not exceed budgeted/allocated funds.

Any cash donations are submitted to the MGCA Treasurer to be deposited in the appropriate fund; these funds may be accessed by special request to the Board of Managers.

### **Dates:**

Adoption: December 21, 2021  
Revision: Policy: September 17, 2024  
Rescission: