

TRAILER ESTATES PARK AND RECREATION DISTRICT TREASURE BARN COMMITTEE CHARGE PP 8

PURPOSE: Established for Trailer Estates Park and Recreation District by the Board of Trustees on May 16th, 2022, as a standing committee. Empowered and designed to accept and re-sell donated articles from various sources and provide funds directly to the Board of Trustees for capital outlay projects or betterment projects in the district and approved by the Board of Trustees. As a Board of Trustee Standing Committee, all committee Board members are subject to the Florida Sunshine Law; therefore, ALL items that may come before the committee for a vote in the foreseeable future may only be discussed during the public meeting.

AUTHORIZATION FOR EXPENDITURE OF FUNDS: The Treasure Barn Committee is authorized to expend funds of up to \$500.00, for petty cash and operating expenses approved at a committee meeting without Board of Trustee approval. Funds must be in accordance with the Committee's mission.

MEETINGS:

- a. Regular meetings of the Treasure Barn (TB) shall be held on a fixed schedule and must adopt a month, day and time for the meetings held from October through June. The TB Committee shall provide the Board of Trustee liaison the scheduled meeting dates for publication purposes. The meetings will be open to the public.
- b. The Treasure Barn Committee will consist of a minimum of three (3) members approved by the Board of Trustees.
- c. A quorum of the Committee Board must be present to transact business. For this reason, committee members are expected to attend all meetings unless excused in advance by the TB Chairman or Vice Chairman.
- d. Meetings of the TB shall be governed by the Rules of Procedure adopted by the Board of Trustees and where such Rules of Procedure do not address a matter, the meetings shall be guided by Robert's Rules of Order. Unless amended by the TB Chairman, regular meeting shall be as follows:
 1. Pledge of Allegiance
 2. Call to order
 3. Roll call
 4. Approval of Minutes
 5. Report of the Treasurer
 6. Approval of Bills
 7. Informational Reports-Volunteers
 8. Old Business
 9. New Business
 10. Adjournment

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- e. The Chairman shall preside at all TB meetings, and vote on all matters submitted to a vote.
- f. The Vice Chairman shall assist the Chairman, and in the absence of the Chairman, shall preside at any meeting.
- g. The Secretary shall keep the minutes, provide copies appropriately to the members and submit a copy to the appointed Board Liaison Trustee for Public Record.

OFFICER DUTIES:

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- a. **Chairperson:** It will be the charge of the Chairperson to preside at all meetings and follow the accepted agenda of the Treasure Barn and to exert general supervision over all affairs of the Committee and perform all duties as are incidental to the office.
- b. **Vice Chairperson:** It will be the duty of the Vice Chairperson to preside in the absence of the Chairperson.
- c. **Secretary:** The TB Secretary is responsible for providing notice of dates and times of regular and/or special meetings; recording, filing and distribution of minutes for review in all meetings; conducting correspondence of the Committee. Annually, the Secretary will provide to the Secretary Trustee, Trailer Estates Park and Recreation District, the following: names and contact information of the Committee's Officers.
- d. **Treasurer:** The Treasurer's responsibility is to maintain the Committee's finances with the receipt of monies from all proceeds, donations and/or sales. To maintain a regular accounting of the monies received; provide such monies with a receipt form to the Officer Manager and provide Petty Cash receipts for replenishment to the Officer Manager. Finances must balance with the monthly Quick Books report.
- e. Terms of the officers shall be for two (2) years.

ORGANIZATION:

- 1. At the first meeting in January, from the members, a Chairman, Vice Chairman, Secretary and Treasurer shall be established. Vacancies can be filled by any TE resident by submitting a letter of interest to the TB Chairman or Vice Chairman. The TB Chairman shall submit recommendations to the Board of Trustees liaison for formal appointment by the Board of Trustees.

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LIAISON RESPONSIBILITIES:

1. The appointed Board of Trustee liaison is responsible for attending all meetings and updating the Committee on all TE policies and procedures. The liaison will provide a monthly informational report to the Board of Trustees in the absence of a TB spokesperson regarding the activities of the TB and a copy of the monthly committee minutes. Shall also monitor the financial activities for compliance. The liaison will submit Reservation for Function form requesting the utilization of location space and the operating time frame to the Board Secretary.