

RTP Corvettes
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Sunshine Committee Charter

The ad hoc Sunshine Committee is formed by the Vice President of the Board of Directors. This sub-committee will be overseen by the Social Committee.

This Committee was formed to promote fellowship with club members by recognizing individual's personal celebratory moments, i.e., birthdays and anniversaries. The committee also responds as deemed appropriate to major life events of club members including hospitalizations, family deaths/serious illness, etc.

Desired # of Members: 1-2.

Total Annual Time Commitment: Approximately 14 Hours

Goal: To recognize individual member personal milestones such as birthdays and anniversaries and major life events.

The committee is responsible for

- Soliciting and tracking members' birth and anniversary dates and whether a member wishes to receive e-mail greetings celebrating their special days.
- Sending an email greeting card for birthdays and anniversaries. The club has established an account with Jacquie Lawson greeting cards which facilitates setting up an address book and sending specific greeting cards with a personalized message to specific individuals on a specified date.
- Recognizing at the monthly meeting those individuals celebrating a birthday or anniversary. It is the current practice to provide a 'free' ticket for the 50/50 raffle.
- Reaching out to club members experiencing major life events including hospitalizations, serious illness and death. The Sunshine Committee should respect an individual's wish for privacy and only make notifications to club membership with prior approval from the impacted individual.

Time Commitment:

- **March/April – 2 Hours**
 - Synchronize current membership email list of members and their email addresses with records kept by the committee for birthdays and anniversaries.
- **Monthly – 1 Hour**
 - Send email greetings for birthdays and anniversaries
 - Solicit birthdate and anniversary dates for new members
 - Update sunshine club email list(s) with email address changes
 - Optionally send a holiday e-mail card to all members for a significant holiday in that month.
 - Optionally send a sympathy card, get well card, etc. to club members experiencing major life events.
 - Optionally send flowers when a club member experiences a death in the family. The expense must be pre-approved by the club President and/or Treasurer to be followed with an announcement of said expense at the next general club meeting.