

Communication Committee Charter

Purpose

The Communication Committee (“Committee”) exists to advise and assist the Board of Directors (“Board”) in developing, improving, and supporting clear, consistent, and effective communication between the Association and its Members. This includes communications related to community operations, governance, events, projects, policies, and member engagement.

- Neither the Committee nor any of its individual members have independent decision-making authority or the power to enter into contracts, approve spending, or direct Association vendors or staff.
- The Committee acts only as directed by the Board.
- Recommendations made by the Committee do not constitute Association policy unless approved and adopted by the Board.

Functions

The Committee may, at the direction of the Board:

- Provide recommendations to the Board regarding:
 - Communication standards, tone, and consistency;
 - The format, frequency, and methods of communication (email, website, mailings, signage, etc.).
- Assist in developing and refining:
 - Community-wide email blasts, newsletters, website content, flyers, and informational notices;
 - Templates for common Association communications (meeting notices, project updates, compliance notices, etc.).
- Support the Board in improving transparency and member engagement by:
 - Helping organize and promote informational town halls, forums, or outreach related to major projects, policy changes, or initiatives;
 - Encouraging participation in elections, surveys, and Association activities.
- Review proposed communication materials for clarity, readability, and consistency prior to distribution, when requested by the Board or Management.
- Assist management in keeping the Association’s website and communication platforms organized, current, and user-friendly.
- Provide feedback to the Board on Member communication trends, questions, or concerns, as observed through Committee work.

Membership

The Committee shall be composed of not less than three (3) and no more than five (5) Members of the Association appointed by the Board.

Members serve at the sole discretion of the Board and may be removed at any time by a majority vote of the Board. Members are volunteers and receive no compensation.

Meetings

The Committee will meet on an as-needed basis, either in person or by electronic means, as directed by the Board.

Reports

The Committee shall provide updates and advisory reports to the Board at Open Session Board meetings, or as otherwise requested by the Board.

Amendment / Revocation

This Committee Charter may be amended or revoked by the Board at any time.