

# **Eaglewood Communications Committee Charter**

## **Authorization & Purpose**

### **BYLAWS ARTICLE VIII COMMITTEES SECTION 1**

The Board may appoint committees as deemed appropriate in carrying out its purposes including, but not limited to:

(1) The Communications Committee, which will develop the quarterly newsletter, new Home Owner welcome packets, and any additional communication deemed necessary on behalf of the board.

The Board of Directors hereby charters the Communications Committee (hereinafter the Committee) and charges it with the following form, duties, responsibilities and functions. The Charter replaces all previous such actions and charters.

### **Committee Chair**

1. The Committee Chair shall be the Board member designated as Secretary.

### **Committee Form and Duties**

1. The Committee will be formed from volunteer Association members.
2. The Committee will have at least 3 members including the Chair.
3. A quorum will be at least 2 members and will include the Chair (or designee).
4. As it is desirable to have broad participation by our Home Owners, therefore it will be desirable to have a Committee with more members than the minimum but not to exceed 10. Final size is left to the Chair subject to Board oversight.
5. The Committee will hold quarterly meetings at a time and place determined by the Chair and convenient for the Members of the Association in a location as near to the neighborhood as possible.
6. The Committee will operate on high ethical and owner service standards. Personal conflicts and mal-treatment of owners or residents have no place in the Bodies that serve our association. The Mission Statement of the Board of Directors is incorporated here by reference and it will be a duty of all Committee members to abide by and aspire to the Mission, Vision and Guiding Principles therein.
7. The Committee will develop the quarterly newsletter to be distributed to Home Owners with oversight from the Board of Directors.
8. The Committee will determine what information should be included in the quarterly newsletter and gather information from the appropriate parties including board members, the Ops Manager or Office Manager.
9. Articles included in the newsletter may be written by whomever the Committee deems best suited to provide the information being shared with final review by the Board.

10. The Committee will work with the Secretary and Office Manager to compile the newsletter and prepare for publication and distribution to Home Owners.

### **Application for Membership**

An applicant must:

1. Be current on his/her Homeowner Dues and Assessments.
2. Have his/her name submitted to the Board of Directors, for approval, by the Committee Chair.
3. Have a genuine interest in improving communication for the community.

### **Member Duties**

Members must:

1. Regularly attend the quarterly committee meetings and any additional meetings deemed necessary by the committee members.
2. Participate in any email streams between meetings.
3. Must agree to operate according to the Social Media Policies and Procedures.