

## COMMUNICATIONS COMMITTEE CHARTER

**DOCUMENT PURPOSE:** The purpose of this document is to define the mission, authority, responsibilities, and membership for the Continental Country Club Communications Committee. This document applies to the Communications Committee, through the Board of Directors, and working within the budget provided To work closely with the Board of Directors, other Committees and Residents to gather information and share that information via: A. Echo, B. Community website C. Facebook D. Email Blasts as well as other modes of posting communications such as bulletin boards or outdoor kiosk display cabinets.

**COMMITTEE COMPOSITION:** The Communications Committee is an advisory committee to the Continental Country Club Board of Directors. The Communications Committee will meet at least quarterly (4 times per year) or as often as necessary to complete the assigned responsibilities, to facilitate communication between Continental Board of Directors, Residents, and General Manager. The Communications Committee will consist of a Board of Director Liaison, and a minimum of three residents from Continental Country Club. Each committee member will be allowed to form a subgroup of communication volunteers to assist on communication projects in order to receive and disseminate information to the larger Continental community in a timely manner.

**COMMITTEE PURPOSE:** To increase resident knowledge of board meetings, committee meetings, General Managers report and activity, key issues, board agendas, and upcoming changes to HOA governing documents. To increase Board knowledge of resident thoughts and concerns and to facilitate transparency between the Board of Directors and Residents. To increase familiarity with HOA governing documents, state and federal laws and protocol as it may pertain to Continental Country Club. To make recommendations to the Board, and facilitate the implementation of plans, working within a defined budget.

**COMMITTEE OPERATIONS:** The communications committee is responsible to::

1. Create, publish, correlate and present data from online platforms, surveys, focus groups, and direct feedback from residents soliciting information from the Board, Committees, and Continental Residents.
2. Provide a Communication Committee report to the Board of Directors at Board and membership meetings as needed. Provide Committee representation for presentation at meetings.
3. Request budget for upcoming projects and submit for Board approval

**COMMITTEE MEMBERSHIP:** Communications Committee Members commit to meet at least quarterly (4 times per year), and commit to a term of at least one year. Members must be a Member In Good Standing, i.e. assessments current, no outstanding governing documents' non-compliance issues, etc.