

## COMMUNICATIONS COMMITTEE

### CHARTER

#### RIVERCHASE COMMUNITY ASSOCIATION

**WHEREAS**, it is in the best interest of the homeowners and the Riverchase Community Association to have a committee to assist in the development of policies and standards to better disseminate information of interest to members of the Association; and

**WHEREAS**, the Board of Directors has identified the need for such a committee; and

**NOW THEREFORE LET IT BE RESOLVED**, that the Board of Directors of the Association does establish by this resolution a committee as a standing committee of the Association as the Communications Committee

### ARTICLE I

#### DUTIES AND FUNCTIONS OF THE COMMITTEE

The purpose of the Committee is to insure members of the Association are aware of events and situations involving the community, encourage participation both Association and other area events, and deliver information about the community and the local area to all members of the Association. The committee shall not exceed eight (8) voting members.

The Committee shall

1. Develop procedures and programs for the benefit of Community members or any other area of the Association assigned to the Committee by the Board of Directors and recommend them to the Board of Directors.
2. Publish an annual Riverchase Directory by the end of September each year with consent forms to be filled out by those included.
3. Assemble and distribute a welcome packet for all new homeowners of Riverchase that is approved by the Board of Directors.
4. Develop and maintain an accurate list of resident information in order to maintain the function of the community gates system. One (1) committee member will be assigned to the gate system software and will be responsible for data entry, maintenance of system information and ensuring that all community gates are properly coded.
5. Coordinate and facilitate the publication of the Community Newsletter in accordance with the instructions of the Board of Directors.
6. Coordinate with the management company to development, plan implementation, and recommend ongoing maintenance procedures for the Riverchase community website. Recommend to the Board of Directors and facilitate the implementation of the plan upon approval.
7. Develop and recommend other communication functions during the year to the Board of Directors and facilitate the implementation of those plans upon approval.

8. Coordinate overlapping activities with the Chair of other Committees and the Board.
9. Prepare a roster showing names, addresses, and phone numbers of members and officers of the Committee. The Committee shall endeavor to keep the roster current. A copy of the current roster shall be filed with the Managing Agent and the Board of Directors and additional copies are to be available to the members of the Association via the Association Web site and periodic entries in the Association Newsletter.
10. Nominate and elect a slate of officers as specified in Section II, paragraph (1) of this document.
11. Meet monthly; however, in any case shall meet as often as necessary to complete its assigned responsibilities.
12. Prepare and present to the Board of Directors comprehensive and complete minutes of all committee meetings, those minutes to be delivered to the Managing Agent, the Board of Directors at the next scheduled Board meeting, and posted on the Community web site.
13. Consist of at least five members including one (1) chairperson, one (1) vice-chairperson, and one (1) secretary/treasurer to the committee.
14. A committee member shall be considered inactive who, without good cause, fails to attend three (3) consecutive meetings.
15. Comply with the Board of Directors Resolution "Committees Generally".

## **ARTICLE II**

### **DUTIES AND RESPONSIBILITIES OF COMMITTEE OFFICERS**

1. Committee members are appointed by the Board of Directors and serve at the pleasure of the Board. The Committee shall nominate and elect a chairperson, vice-chairperson, and secretary/treasurer at the first Committee meeting held within fifteen (15) days following the Association's annual meeting. The names of the persons elected to such offices shall be presented to the Board of Directors for final confirmation. All officers shall serve for a one (1) year term which shall expire at the close of the annual meeting of the members of the Association in the following year; or unless, the Board extends their term to allow for the appointment of their successors.
2. Officers shall be as follows: chairperson, vice-chairperson, and secretary/treasurer.
3. The duties and responsibilities of the chairperson shall be a follows:
  - Designate the time and place of the meeting, call the meeting to order, and conduct the meeting.
  - Act as a liaison between the Committee, other Committees, the Board of Directors, and the Managing Agent.
  - Be present at all Committee meetings and Board of Directors meetings at which a report of activities shall be presented.
  - Forward all recommendations and such to the Managing Agent and/or the Board of Directors.

4. The duties and responsibilities of the vice-chairperson shall be as follows:

- Assist the chairperson during the Committee meetings
- In the absence of the chairperson, designate the time and place of the meeting, call the meeting to order, conduct the meeting.
- In the absence of the chairperson, act as a liaison between the Committee, the Board of Directors, and the Managing Agent.
- Be present at Committee meetings and in the absence of the chairperson, be present at the Board of Directors meetings at which a report of activities shall be presented.
- In the absence of the chairperson, forward all recommendations and such to the Managing Agent and/or Board of Directors

5. The duties and responsibilities of the secretary/treasurer shall be as follows:

- Record and keep comprehensive and complete minutes of all committee meetings
- Forward the minutes to the Committee members, Managing Agent, and/or Board of Directors.
- In the absence of the chairpersons, designate the time and place of the meeting, call the meeting to order, and conduct the meeting.
- In the absence of the chairpersons, act as a liaison between the Committee, the Board of Directors, and the Managing Agent.
- Be present at all Committee meetings and in the absence of the chairpersons, be present at the Board of Directors meetings at which a report of activities shall be presented.
- In the absence of the chairpersons, forward all recommendations and such to the Managing Agent and/or Board of Directors.
- Assist members of the Committee in development and delivery to the Board of Directors at their September meeting the proposed budget for Committee activities.
- Maintain detailed records of all money transactions of the Committee which had prior Board approval in conjunction with the Managing Agent
- Present to the committee monthly reports of committee funds, said report to be included with the Committee chairperson's monthly reports to the Board.
- Present to the Treasurer of the Board of Directors, in preparation for the annual meeting of the members of the Association, a detailed report of all Committee related transactions of the prior twelve months.