

**EASTLAKE WOODLANDS CONDO VII
COMMUNICATION COMMITTEE TERMS OF REFERENCE**

COMMITTEE NAME: Communication Committee

TYPE: Standing

PURPOSE:

The purpose of this reference is to define the goal, authority, responsibilities, and membership for the EastLake Woodlands Condo VII Communication Committee.

The primary responsibility of the Communication Committee is to advise and assist the Board of Directors, in a reasonable and productive manner, in developing and carrying out a program of positive information flow between the Associations and the residents.

COMPOSITION:

1. The Chairperson and other members of the committee shall be approved by the Board of Directors to serve at the pleasure of the Board of Directors for a period of one year.
2. Committee volunteers must be eligible to serve in good standing- not in delinquency of paying monthly assessments and not in violation of the community's covenants and restrictions.
3. Committee shall be composed of three or more persons. One of the members shall serve as chairperson. Members of the Board of Directors may serve on the committee.
4. Committee chairperson shall be appointed by the BOD. The Chairperson will be the main contact between the Committee and the Board of Directors and will act as the committee representative.
5. The Committee Chair and members will serve a one year term. Term limits allow the opportunity for other homeowners to get involved in committees. Committee members may serve consecutive terms.
6. The Board of Directors reserves the right to appoint or approve a new chair or new committee members at any time.

OPERATION:

1. The committee shall meet at the call of the chairperson who shall preside at the meetings, and present the reports of the committee to the Board of Directors. The committee chairperson, or a representative from the committee, shall attend all regular meetings of the Board of Directors.
2. The committee shall elect a Vice-Chairman who shall act in the absence of and with the power of the chairperson.
3. A quorum for the conduct of committee business shall consist of a majority of the members of the committee.
4. Each member of the committee, including the chairperson, shall have one vote: and an affirmative vote of a quorum shall constitute a decision of the committee.
5. The committee will meet independently of the board on its own accord and will commit to meet at least six times per year. Members are encouraged to attend committee meetings. If a member is unable to meet the obligations of the committee, the member will be removed from the committee. Committee members may remove a member from the committee after 3 consecutive absences in a 12 month period.
6. Committee must provide all proposals in writing to the Board of Directors through other Board Liaison. The BOD will review and communicate its approval/rejection of the proposal with 10 business days. No project may be initiated or enacted without the consent of a majority of the Board of Directors.
7. Meeting minutes are not required. The committee may elect to take minutes, but they will not be a permanent record of the association. Minutes will be solely for the purpose of the committee's use.

and reference. Committee meetings are typically informal and are for the purpose of discussion, collaboration and to make recommendations for the Boards consideration.

DUTIES AND RESPONSIBILITIES:

1. Providing the Board of Directors with recommendations regarding:
 - a. • Specifications and proposals for services related to Association communication needs such as newsletters, web site, welcome packages, information signs, surveys, etc.
 - b. • Policies related to Association communication vehicles such as editorial policies, advertising policies, etc.
 - c. • Newsletter and web site content, design, size, production, frequency, distribution, etc.
 - d. • Technology such as the acquisition/maintenance of Association hardware and software, or other technologies that improve communications or result in efficiencies or cost savings to the Association
 - e. • Distribution of information pertaining to city, state or regional issues impacting Eastlake Woodlands Condo VII (planning, zoning, transportation, etc.)
2. Manage and update the bulletin boards in front of each building.
3. Listen to and consider suggestions and concerns of EastLake Woodlands Condo VII residents regarding communication.
4. Work collaboratively with other teams as needed. (e.g. social committee postings)
5. Establish a team of “Building Captains” to coordinate direct communication with residents, monitor for new owners to welcome to the community, and relay concerns of the residents to the committee chair and Board of Directors.

CHAIRPERSON DUTIES:

1. Provide leadership and ensure committee members are aware of their obligations and that the committee complies with its responsibilities.
2. Guide the committee in developing methods to enhance communication to all residents.
3. Request approval (see attached proposal form) for proposed communication strategies from BOD.
4. Update BOD on all activities, expenses, and meeting times of the Committee by completing and submitting monthly report. (See attached form)
5. Schedule committee meetings.
6. Ensure all committee members are informed of current events in regard to the committee.
7. Act as a liaison between the committee, the BOD, and the Property Manager.
8. Prepare a roster showing name, address, and phone number of committee members. A copy of the roster shall be given to the BOD. The committee shall promptly update the BOD of any changes of membership.(see attached form)
9. The chairperson shall NOT have the right to enter into contracts which bind the association.
10. The chairperson shall NOT be reimbursed for any committee expenditures that were not first approved by the BOD, do not conform to these guidelines, or do not include appropriate back up information (receipts, invoices, etc.).

COMMITTEE MEMBER DUTIES

1. Suggest, plan and assist in the implementation of communication team strategies.
2. Attend committee meetings.
3. Listen to and consider suggestions of EastLake residents regarding our communication program.
4. When requested, research suggested ideas for possible implementation.

COMMITTEE EVALUATION

A self-evaluation process that is a collective, introspective and comprehensive reflection by our committee members will be conducted yearly to find ways to enhance the effectiveness of the committee (see attached self-evaluation tool).

The evaluation will be completed at the end of each year (November) and chairperson will submit a report to board liaison with recommendations on moving the committee forward.

FRIENDS OF THE COMMITTEE

We welcome and encourage members who are unable to regularly attend meetings and/or wish to contribute their time or expertise to the Committee or a specific committee project of limited duration to join us as **Friends of the Committee**. Friends of the Committee may elect to receive committee communications.