

## **WINDSOR PARK HOA BOARD OF DIRECTORS COMMUNICATIONS COMMITTEE CHARTER**

The Communications Committee is established as a standing committee. The Committee will consist of FIVE (5) – SEVEN (7) members approved by the Board of Directors. Three members must be present at a meeting to form a quorum.

The Committee shall operate under the following guidelines:

- Reports to the Board of Directors
- Conducts meetings at least quarterly
- The Chairperson shall maintain minutes of all meetings and provide copies to the Board of Directors
- The Committee will assist the Board in providing clear, timely and accurate information from the Board to residents relative to actions taken or under consideration by the Board and to spread awareness of events other matters that may be of interest to the community.
- The Committee will assist the Property Manager in the preparation and publication of an official Windsor Park Newsletter, including helping to gather information and announcements.
- The Committee will establish format and policies for any community related website monitor the website and updates by the Property Manager or another contractor.
- The Committee will coordinate and enhance email communications between the Board or Property Manager and the residents. The Committee will make an effort to keep contact information current and updated in coordination with the Property Manager.
- The Committee shall defer to the judgment of the Board on all issues regarding financial operations, contracts, and legal requirements pertaining to Committee Activities.
- The Committee shall present to the Board for approval any proposed expenditures over \$250.
- The Committee shall not open any bank accounts, enter into oral or written contracts/agreements on behalf of the Association or the Board, or allow any of its participants to represent themselves as authorized agents of the Board or the Association, to third parties.
- No member of this Committee or any of its support groups shall receive compensation of any kind.
- The Committee may take on other tasks as directed by the Board.