

Communications Committee Charter

Charter Revised: 1.22.19; Board Approved 1.23.19

The Somerset Owners Association's Board of Directors has the authority to create standing committees according to Section 3.16 of the Somerset Owners Association Bylaws.

As such, the Board of Directors adopts this formal resolution to amend the Communications Committee Charter with the powers and duties set forth.

Purpose

The purpose of the Communications Committee is to assist in the development of communications processes that 1) will enable the Board, Board Committees, and management staff to communicate information to Homeowners directly; and 2) will enable homeowners to communicate information directly to the Board, Board Committees, and management staff. The committee shall conduct its business in conformance with the Mission, Vision and Goals of the Somerset Owners Association.

Responsibilities

The Committee shall have no authority to act on behalf of the Association, other than to formulate and present information and recommendations to the Board related to its stated purpose. The Committee shall not engage in any activities that have not been requested by the Board either specifically or via the responsibilities identified in this charter.

Specific responsibilities of the Communication Committee shall be to:

1. Determine the most effective methods of conveying Association and community information to Somerset unit owners. These methods may include, but are not limited to, website, emails, U.S Postal mail, phone recordings, text messages and applicable social media channels.
2. Identify emergency methods to allow the Board to very quickly communicate with unit owners on matters that may be particularly time sensitive or urgent.
3. Review the methods and contents of key SOA communications programs and recommend improvements to the Board, including the association's website and provider.
4. Lead the creation and execution of SOA Homeowner surveys as directed by the Board.
5. Prepare specific communications or special projects from time to time as directed by the Board.
6. In addition, the Communication Committee will act as the Election Committee for the annual Board election. The Committee will perform: 1) moderating any candidates' nights that are scheduled and 2) oversee the vote count at the Annual Meeting of the Members.

Organization and Term

The Committee shall be comprised of nine Board appointed members one primary and one alternate Board member and seven Association unit owners in good standing (five regular voting members and up to two alternate, non-voting members). A quorum of the Communications Committee shall consist of a majority of members, allowing alternate members to be included if needed to create a quorum. A decision may be rendered by a majority of members at a meeting at which a quorum is present.

At least one of the assigned Board members shall be in attendance at each Committee meeting. The alternate board member is encouraged to attend all meetings and participate in Committee discussion. Board members shall not vote on any matter that requires subsequent approval by the board of directors.

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Each January, the Board shall appoint Committee Members and a Chairperson and Vice- Chairperson, who shall be responsible for leading all meetings. In the absence of a committee chair or vice chair the attending board member may be in charge of running the meeting.

The Committee meeting calendar will be established on an annual basis for Board approval at the December Board meeting. The Committee shall meet at least once a month and additional meetings can be scheduled as necessary.

A member of the Association staff will attend meetings as directed by the Board of Directors, but will not serve as a committee member. Staff members may take meeting recaps and provide information to the committee.

The Communications Committee Charter was duly updated by the action of the Board of Directors on January 23, 2019.

By: _____
Board President

Attested By: _____
Board Secretary

Committee Members Required Signatures

With my signature below, I agree that as an appointed member of the Communication Committee, I am bound by all Somerset Governing Documents, local state and federal or other applicable laws and Board requirements to maintain all confidential information if presented. I also agree to attend scheduled meetings and to participate as an active member of this committee.

Name

Date

Name

Date

Name

Date

Name

Date

Name

Date