

CEDAR RUN ASSOCIATION, INC.
COMMUNICATIONS COMMITTEE CHARTER
ADMINISTRATIVE RESOLUTION NO. 2016-02

Administrative Resolution Number 2016-02

WHEREAS, the Bylaws of the Association Article 3, Section 16 authorize the Board of Directors to establish such committees as necessary; and

WHEREAS, the Board of Directors has determined that the best interest of the membership would be served by the establishment of charters for all Committees for the purpose of providing direction and functioning roles to volunteers; and

WHEREAS, the Bylaws of the Association Article 5, Section 1 authorize the Board of Directors to create and abolish from time to time such committees as the Board may deem appropriate to aid in the administration of the affairs of the Association. Such committees shall have the powers and duties fixed by resolution of the Board from time to time; and

WHEREAS, the Board of Directors deems it desirable to establish a committee of homeowners to advise and assist the Board in the preparation and publishing of the Community Website and Newsletter;

NOW, THEREFORE, LET IT BE RESOLVED, by the Board of Directors that the Communications Committee shall be established, and that the following procedures for this committee be adopted and implemented herewith:

I. RESPONSIBILITIES

The primary responsibility of the Communication – Newsletter Committee (the Committee) is to advise and assist the Board in informing residents about the purpose and function of the association and its activities and events.

The Committee will provide programs, articles and input to other committees to inform residents about the Association ...its structure, role, and objectives ... and of the developments and activities of the Association.

II. TYPE

The Communications Committee will be a standing committee.

III. COMMITTEE STRUCTURE

1. Eligibility:

- Any Cedar Run HOA member in good standing may join this committee. Good standing shall be defined as the absence of any liens, privilege suspension, assessment delinquency, Architectural Review Board or covenants violation, or pending legal action with Cedar Run Association.
- A member may serve on more than one committee at a time. There shall not be more than one member of a household serving on the same committee at the same time.

- A Cedar Run Board member is allowed to be an active member of this committee, including holding chair positions.

2. Appointment and Terms

- The Board of Directors may appoint the Committee Chair and may either appoint the members thereof or leave such appointments to the committee chair.
- The Board may appoint one of its members to be a Liaison to each committee
- The Board of Directors or Committee Chair will make committee appointments each year during the Annual Meeting for terms beginning _____ of the following year. The Board of Directors or Committee Chair may make additional appointments throughout the year if vacancies occur.
- Committee members are appointed for two-year terms; however, members appointed to fill vacancies that occur during the year shall serve out the remainder of the term of the committee member they are replacing. Committee terms will be staggered so that approximately one half of the committee positions will become available each year.
- Committee members in good standing are eligible for reappointment.
- Committee Members will be provided a copy of the Charter within a reasonable period of time following their appointment.

3. Removal

- The Board of Directors may remove any committee member at any time without notice or explanation on three (3) day written notice.
- The committee may make recommendations to the Board of Directors regarding the removal of committee members.
- A committee member may be removed, upon written notice from the committee chairperson, for failure to attend three consecutive meetings without notice or explanation.

4. Election of Officers

- Officers of the committee may be elected by the committee membership. At a minimum, the committee shall elect a Secretary who shall be responsible for recording accurate minutes of the committee's meetings and submitting them to the Community Manager, within one (1) week following the meeting, for inclusion in the Board meeting package.
- Minutes shall include a record of the date, time and place of each meeting. Minutes shall also include a record of committee members in attendance and all votes of the committee.

5. Officers:

- Committee officers do have special duties to perform, their position does not afford them special consideration, privileges, or voting rights above and beyond non-officer members. Every volunteer on the committee has an equal right to express their opinions and ideas as how to best serve the interests of the community.
- Committees are advisors to the Board of Directors. Their primary role is not to establish policies, but rather to provide information and options to enable the BOD to make fully informed decisions for the Association.

- The role of the Committee members is to work together in a cooperative and open manner to complete the objectives of the Committee.

6. Committee Chair Duties

- a. The Chairperson, or his or her designee, shall be responsible for chairing meetings of the committee.
- b. The role of the Chairperson is to draft the agenda, schedule the meetings, and ensure the meetings are professional and efficient.
- c. Ensure all committee members are informed of current events in regards to the committee.
- d. Notify the members of the committee regarding rescheduled or canceled meetings.
- e. Act as a liaison between the committee, the Board of Directors and the Property Manager.
- f. Be present at committee meetings and Board of Directors meetings at which a report of activities and recommendations shall be presented.
- g. Ensure the Committee website is current at all times by sending updates to the Communications Committee.
- h. Prepare a roster showing names, addresses, and phone numbers of committee members. A copy of the roster shall be emailed to the Board of Directors. The committee shall promptly update the Board of Directors of any changes in officers.

7. Communication

- In the interest of ensuring strong communications between the Board of Directors and the Communications Committee, it is expected that the committee Chairperson, or his or her designee, will provide a written report for each regularly scheduled business meeting of the Board of Directors.
- Upon request from the Board or Management, the Chairperson will attend any business meeting to present committee recommendations, update the Board on the status of pending committee task, request assistance from the Board, as needed, and answer any questions the Board may have regarding committee assignments.
- The Chairperson is expected to maintain regular communications with the designated Board Liaison.
- It is expected that the committee will communicate its activities to the membership periodically through the newsletter and other communication vehicles of the association.

8. Communications and Website policy

In an effort to keep the community informed, Cedar Run, HOA has set up a community website.

- Our community website: <http://www.cedarrunhoa.org>

The goals of these communications channels are to inform the community about upcoming events, community announcements and vital information to the community. They are not intended to sell any goods or services. The secondary goal of these tools is to keep mailing costs down while keeping the community informed. The email addresses that are in the system will never be sold or shared with anyone outside of the community.

They types of announcements that will be permitted are as follows:

- Upcoming HOA meetings
- Upcoming HOA sponsored social events

- Community news & events
- Emergency preparedness & announcements
- Community services (for example trash collection)

IV. Funding:

- All committee expenditures shall not exceed or deviate from the approved budget without the approval of the Board of Directors. All receipts for expenditures must be submitted within 60 days of the expense.
- Prepare and submit a proposed annual Committee budget for the following year to the Board no later than one week prior to the Annual Board Meeting.

V. MEETINGS

1. Committee Meetings

Committees will meet once per quarter or when appropriate to their assignment. The meeting should take place at the time, place and discretion of the Committee. A designated person on the Committee will take notes or minutes, which will be given to the Board and management for appropriate recordation and/or filing.

All committee meetings shall be open to the membership. In order for the membership to be reasonably informed of committee meetings, the committee Chairperson shall ensure that all regular committee meeting dates of the committee are listed in the newsletter and through any other means of posting that the Board deems appropriate.

If it is necessary for the committee to reschedule or cancel a meeting, the committee Chairperson shall notify the members of the committee regarding rescheduled or canceled meetings.

The Chairperson shall designate a time period on each meeting agenda for resident input.

A majority of the Members shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the Members present at a duly held meeting at which quorum is present shall be regarded as an act of the Committee. For example, if the total number of committee members is five (5) a majority of the members shall be (3) for the purposes of establishing a quorum.

2. Board Meetings

Board meeting agenda will have a place for receipt of committee reports. Committee Chairs are not required to be at the Board meeting. If a committee has an issue or request which requires Board action, the committee Chair or representative may appear before the Board under the committee report agenda item to make the request.

3. Annual Meeting

Attend the annual association meeting and prepare and give a yearly report summary to association.

VI. RESPONSIBILITIES AND DUTIES

1. The Committee will oversee the publication of the community newsletter in regards to its design, layout, printing and distribution. The contents of the newsletter may vary but should include items that communicate important information to the homeowners, as well as items that encourage a sense of community.
2. The Committee will solicit articles for a regular newsletter (schedule to be determined by the Board
3. The Committee will have all content reviewed by the designated Board Member and the Manager prior to publication.
4. The Committee will prepare input as a package containing all edited and reviewed articles and provide it to the editor. (Preferably electronically)
5. The Committee will work with the other Committees to coordinate the announcement of community functions and important notices.
6. The Committee will provide any input to the Board for the annual budget process necessary for the Committee to function as requested by the Board
7. Develop and maintain the Association web site in accordance with the instructions of the Board of Directors.
8. Publish any community wide email distributions as directed by the Board of Directors.
9. Seek out advertisement revenue to offset the cost of the newsletter publication.

The Board of Directors of the Association, at its discretion, may from time to time modify, reduce, expand or supplement the duties of the Communication Committee as set forth in the above Charter.

The effective date of this Resolution shall be _____.

CEDAR RUN ASSOCIATION, INC.

James Stallworth, President

**CEDAR RUN ASSOCIATION, INC.
Resolution Action Record**

ADMINISTRATIVE RESOLUTION NO. 2016-02

**CREATION OF PROCEDURES TO PROVIDE
DIRECTION AND FUNCTIONING ROLES TO VOLUNTEERS**

Resolution Type: Administrative Resolution No. 2016-02

Pertaining to: Communications Committee Charter

Duly adopted at a meeting of the Board of Directors held: _____

Motion by: _____ Seconded by: _____

VOTE

	YES	NO	ABTAIN	ABSENT
James Stallworth	_____	_____	_____	_____
Beth Morgan	_____	_____	_____	_____
Rufus Beverly	_____	_____	_____	_____
John Dantzler	_____	_____	_____	_____
Valerie Taylor	_____	_____	_____	_____

Resolution Effective Date: _____ 2016

ATTEST: I hereby certify that a vote was duly taken and the Board of Directors adopted the above Resolution on the _____ day of _____ 2016.

Rufus Beverly, Secretary

Date: