

**Naples Reserve Homeowners Association**  
**Communications Committee Charter**  
**6/6/21**

**Mission Statement:**

The purpose of the Communications Committee (working together with the Naples Reserve HOA Board of Directors) is to develop and implement a communications plan that will:

- inform and educate residents regarding matters important to the the affairs of our community.
- promote and maintain open lines of communications between the Board and residents
- encourage and engage residents to participate in our community activities

The Committee shall conduct itself in the best interest of all homeowners and the Association.

**Committee Members:**

- The Communications Committee will be comprised of 5-7 volunteer deeded homeowners.
- All Committee members must be in good standing and have no unresolved violations in the Community.
- Each Committee member shall serve a term of one year. Thereafter each term is annual. Committee members may re-apply for appointment to the Committee.
- The Board shall appoint the Chairperson of the Committee and it's Committee members.
- The Board may remove a member of the Committee with or without cause. Vacancies shall be filled by appointment from the Board.

**Responsibilities include but are not limited to:**

- Catalog and audit current communication needs and gaps
- Conduct surveys or focus groups within the community to identify opportunities
- Identify key types of communication needs
- Identify best communication channels for each need
- Develop and recommend comprehensive communication plan and budget to the Board
- Operationalize the plan once approved by the Board

**Meetings:**

- The Communications Committee will meet periodically as it deems necessary but no less than once monthly.

**Reporting:**

- Copies of correspondence and other related materials developed to enable the committee to fulfill its duties shall be forwarded to the Property Manager for record keeping.
- Information that is confidential in nature should be handled in a matter to ensure confidentiality of the homeowner.

**Board Appointed Liaison:** The Board appointed liaison will attend committee meetings of the Communications Committee. The liaison will serve as the chief person to communicate with the Board as is necessary.