

# Rodgers Creek POA

## Committee Charter

### Community Communications

#### Section 1 - Purpose

The primary purpose of the Community Communications Committee is to keep community members apprised of POA Board Member actions, community events and activities, and support as appropriate community member businesses. The Committee also serves to provide interested public with a glimpse into life in Rodgers Creek.

#### Section 2 - Constitution and Composition

1. The Committee is a standing volunteer committee of the POA.
2. The Committee consists of between one and three volunteer trustee members and is chaired by a Committee Chair selected by the POA Board.
3. The POA board may appoint or remove Committee members (who must be members of the POA in good standing).

#### Section 3 - Delegation

The board hereby delegates to the Committee the authority to act on the board's behalf as set out in this charter.

#### Section 4 - Tasking

The Committee's tasking and authority granted is:

1. to structure and maintain the POA website.
2. to recommend and present to the POA Board website content.
3. to ensure that POA Board authorized legal and financial information is posted and kept current.
4. to update approved periodical information as approved by the POA Board.
5. to receive, review, draft responses for POA Board Approval, and submit responses to queries made to the POA email account.

6. to seek out and solicit good community stories for inclusion into the POA website.
7. to communicate with POA Members on a regular basis to understand community interests and concerns; categorizing the concerns for presentation to the POA Board to be addressed at the quarterly POA meetings.
8. to communicate the dates and times of POA events;
9. to handle any related matters that are explicitly delegated to the Committee by the board;
10. to identify and recommend service providers, equipment requirements, materials that would benefit the communications efforts of the committee

## **Section 5 - Additional Powers**

In carrying out its functions the Committee is authorized:

1. to work with and utilized contracted service providers approved by the POA Board in accordance with a defined and allocated budget;

## **Section 6 - Meetings and Reporting**

The Committee Chair with the support of Committee Members are responsible for making all good faith efforts to attend Committee meetings and submit reports as defined below:

1. The Committee Chair shall meet as and when necessary with the POA Board;
2. The Committee shall meet as and when necessary to perform the business of the Committee as called by the chair of the Committee;
3. All acts and proceedings of the Committee must be fully and promptly reported to the board;
4. The Committee must ensure that its meetings and deliberations comply with the Committee Member code of conduct and conflict of interest policies;
5. The Committee shall report at the quarterly POA Membership meetings.

## **Section 7 - Decision-making**

Where the Committee is exercising a decision-making power that has been delegated to it by the board, the following shall apply:

1. In addition to an in-person meeting, a meeting of the Committee may take place using any electronic, text-, voice- or video-based, real-time communication medium, where all members present can send and receive messages from all other members present;
2. Questions arising at a meeting shall be decided by a majority of votes;
3. No decision may be made by a meeting unless a quorum of two-thirds of the members are present at the time the decision is purported to be made;
4. The Committee has no power to approve a decision where the number of members voting in support is less than the number of members voting to oppose;
5. No decision of the Committee may conflict with a prior decision of the board.

### Section 8 – Committee Member Selection

All persons desiring to serve this Committee do so on a voluntary basis and within the authority granted this Committee by the Rodgers Creek POA Board. The POA Board selects the Committee Chair by majority Board Vote. The Committee Chair then selects additional Committee Members at his/her discretion up to a total of two additional Committee Members.

The following Committee Chairman has been selected for leading the Rodgers Creek Property Owners Association Community Communications Committee:

Name	Date of Start of Service	Date of End of Service
<u>JIM DONALDSON</u>	<u>15 OCT 2018</u>	<u>30 Mar 2019</u> <i>g</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Selected volunteers to serve as Committee Members:

Name	Date of Start of Service	Date of End of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

This Charter is approved by the Rodgers Creek POA Board on the 15<sup>TH</sup> Day of OCTOBER in the Year 2018.

*Edward McDonald*

Edward McDonald  
President

\_\_\_\_\_  
Ginny Maddox  
Secretary

*Robert Jones*

Robert Jones  
Treasurer