

COMMUNICATIONS COMMITTEE

CHARTER

Revised March, 2017

Background and purpose:

This committee is recognized by the authority of the Corporation By-Laws, Article XX, as a standing committee. This committee was formed in 2011-12 season because communications between management, staff and residents was identified as one of the major problems within the park. The purpose of the committee is to evaluate the effectiveness of current communication methods, to identify how improvements could be made and present these recommendations to the Board of Directors for evaluation.

Committee Composition:

The committee is composed of a Chairperson and up to 12 additional members who will include the Webmaster liaison, editor of the Sunscape Way, and the Activity Director. Residents are encouraged to attend the meetings and become part of the committee. The committee meets monthly and submits a report of the committee's activities at the BOD monthly meeting. Each standing committee is required to have a representative; Chair and/or Vice Chair or a designate at the Management Team meetings who will participate in meeting proceedings.

"It is recognized that if a voting member of this committee be elected to the BOD, this elevation to the higher level of authority and responsibility, which includes planning and attention to Park business affairs and an increased level of energy and time commitment, necessitates the resignation of the voting member from this committee."

Responsibilities:

- Publish a regular newsletter, approved by the BOD that can be distributed to all residents. Made available in the Welcome Center, Activity Center, and Email/Facebook to residents who have requested such delivery.
- Communications Chair or designated committee member, will be owner of and responsible for all contact with, GoDaddy our webserver. The Webmaster of record is the only one to make changes to our website. All communications with webmaster regarding website is coordinated and approved by the communications committee.
- Maintain an accurate list of Email addresses for Members and Sunscape Friends for the purpose of disseminating information as authorized by the BOD by Email/Sunscape Facebook group.
- Publish a phonebook on a biennial schedule.
- All information regarding these commitments will be stored in the Welcome Center Bookkeepers safe and available to the Communications Committee as needed.

Approved by:

For the Board of Directors, President _____ Date _____

Vern Beckstead