

**COMMUNICATIONS COMMITTEE CHARTER**

Revised March 17 2017

Revised February 2019

Revised November 12, 2019

Revised December 21, 2019

Revised February 8, 2022

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 Sunscape News Coordinator and the editor of the Sunscape Way. The Activity Director will participate. 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.

***"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 Website/Email/Facebook to residents who have requested such delivery.
- Communications Chair or designated committee member, will be responsible for communications/file manager content and Email Marketing through GoDaddy for the purpose of disseminating Activity Sheet, Sunscape Newsletter and Sunscape News – which includes BOD/Committee Agendas and Minutes/or other communications deemed appropriate by the BOD or Managers.
- Disseminate information as authorized by the BOD through Email/Sunscape Facebook group.
- Publish a Sunscape Directory on a biennial schedule.
- Update Park History on an ongoing basis, publishing will be determined as documents are assembled.
- All information regarding these commitments (All GoDaddy contact, Passwords and service terms, Software that is used, specific to communications/Co-op, archiving data to do with the committee) will be stored in the Welcome Center Bookkeeper's Safe and available to the Communications Committee as needed.

Approved by:

For the Board of Directors, President



Date 11-10-2022