

**VILLAGES OF WESTCREEK OWNERS' ASSOCIATION, INC (ASSOCIATION)**

**Administrative Resolution No. 39**

**COMMUNICATION COMMITTEE TERMS OF REFERENCE**

Whereas, Article XIII, Section 13.02 of the BYLAWS directs the Board of Directors (BOARD) to exercise for the Association the powers to designate one or more committees;

Whereas, the Board recognizes a program of effective communication among Association Management/Staff, the Board, and Association Members is essential to the health and viability of the Association;

Whereas, the Committee shall have no authority to act on behalf of the Board or to direct Association Management, Staff, or Contractor.

Now, therefore, be it resolved by unanimous consent in writing that a standing Communication Committee be established having specific terms of reference.

**RESPONSIBILITY**

The Mission of the VWC Communications committee is to facilitate a free and open line of communications between the Board of Directors, the Homeowners and the HOA by providing guidance, recommendations and feedback to the Board of Directors that will enhance any and all forms of Communications. In so doing, this Committee hopes to regain the trust of the Homeowners, maximize the voice of the Homeowners and ensure the VWC is the best place to live – for the Homeowners!

In fulfilling the responsibility of office, the Chair of the Communication Committee performs functions that include but are not necessarily limited to:

1. Coordinating and organizing the Committee's activities and meetings to assure responsibilities are met;
2. Ensuring Committee reports are prepared and submitted to the Board;
3. Establishing sub-committees as needed, determining their purpose, and appointing members; and
4. Reviewing and evaluating sub-committee activities to determine if a continuing need exists for their services.

**MANNER OF ORGANIZATION**

**MEMBERSHIP:** The Communication Committee shall consist of a Chair and any other member of the Association in good standing and wishing to serve. Input shall be obtained from all Committees, Department Superintendents and Association Management when questions or issues pertain to their area of responsibility. Any member may join the Committee by attending two out of three successive Committee meetings and maintaining regular attendance thereafter.

**TERM:** Committee Chair will serve a one year term. Committee members are not bound by minimum or maximum terms.

**CHAIR:** The Board of Directors of the Association shall appoint the Chair of the Communication Committee. The Chair shall not be a family member of an Employee, Contractor, or Board of Directors of the Association.

**VICE-CHAIR:** At the Committee's first regular meeting, the Committee will elect a Vice-Chair from among its members.

**SECRETARY:** The Committee will elect a Secretary from among its members. The Secretary will maintain a membership roster, record minutes of all meetings, and maintain written documentation of activities.

**SUB-COMMITTEES** - From time to time, the Committee may create from among its members such sub-committees deemed necessary and desirable so long as each sub-committee has specific goals and objectives approved by the Committee. The Chair may form a sub-committee by appointing volunteers from the standing Committee. Each sub-committee created will elect its chair. If the sub-committee chair is absent from two successive meetings, the sub-committee may elect a new chair and promptly notify the standing Committee of the change.

**VACANCIES** - The Board may remove a Chair or any member with or without cause. The Committee may vote to recommend removal of the Committee Chair or any Committee member to the Board providing just cause can be proved. If the Committee Chair is vacated for any reason, the Board will appoint a new Chair. If a Committee member vacates a position for any reason, the Committee will select a replacement from the Association membership. If the sub-committee chair is vacated for any reason, the standing Committee shall select/appoint a new subcommittee chair. If a sub-committee member vacates a position for any reason, the sub committee will elect a replacement.

### **DUTIES OF THE COMMITTEE**

Duties of the Communication Committee include but are not necessarily limited to the following:

1. Electing a Vice-Chair and Secretary;
2. Evaluate current communication practices, identify opportunities for improvement and make recommendations to the Board of Directors.
3. Providing written monthly reports to the Board of Directors on Committee actions taken for the month, trends, and any other pertinent information available to the Committee at the time;
4. Taking and implementing actions directed by the Board.

Duties of the Chair include the following:

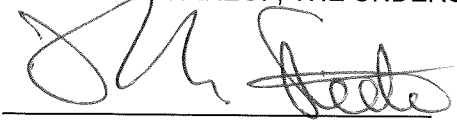
1. Coordinating and presiding over Committee activities and meetings to assure responsibilities are met;
2. Submitting and briefing Committee reports to the Board;
3. Establishing sub-committees as needed, determining the purpose, and appointing members;
4. Reviewing and evaluating sub-committee activities to determine if the need for the sub-committee exists;
5. Assuring Committee meetings are held as follows:
  - a. Regular meetings of the full standing Committee shall be held at least once each month or as necessary to carry out assignments and responsibilities. The purpose of Committee meetings is to discuss issues of Association Members identified since the last meeting; review activities of the Committee and Sub-Committees for the month; identify organizational vacancies and conduct elections; and document recommendations to the Board;
  - b. Sub-committees will meet at least monthly for as long as it takes to complete the assigned task;
  - c. Voting will be done by simple majority. In the event of a tie, the President of the Board or the designated representative will cast the decisive vote.

Reporting and channels of communication are as follows:

1. The Committee shall submit regular written reports through the Chair to the Board. Reports will, at a minimum:
  - a. Summarize activities of the last meeting;
  - b. Report issues encountered, trends, and assistance requested;
  - c. List member's names of member(s) at/absent from each meeting;

- d. Indicate future plans;
  - e. Recommend proposals (pro and con) and provide rationale.
2. Through the Chair, the Committee's Secretary shall prepare and submit copies of meeting minutes to the Board.
  3. Verbal requests for information or assistance may be transmitted from sub-committee chair(s) to the Committee Chair and to the appropriate party and back, unless the Board directs otherwise.

IN WITNESS HEREOF, THE UNDERSIGNED EXECUTED THIS CONSENT AS OF APRIL 22, 2010.

  
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, President

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, Secretary