

## **REGENCY AT PROVIDENCE**

### **Communications Committee Mission Statement**

The following guidelines have been created to define clearly the purpose of the Communications Committee and to document its duties and responsibilities.

#### **PURPOSE**

The purpose of the Communications Committee shall be to facilitate communication among residents of Regency at Providence (RAP) relating to common community facilities and activities.

#### **DUTIES AND RESPONSIBILITIES**

The Communications Committee shall:

- Create, edit, and distribute a monthly newsletter for the RAP community.
- Develop, maintain and distribute a directory of RAP community residents.
- Maintain and operate an E-Mail based communication system for residents to distribute information in a timely manner including community based classifieds.
- Maintain an Internet Website.
- Manage community-related forms and other key documents as directed by the HOA Board.
- Maintain a community Activities Guide providing a description of, and contact information for, all RAP community activities.
- Distribute selected (hard-copy) materials to residents.
- Coordinate with the RAP Homeowner's Association (HOA) Board on matters relating to intra-community communications.

The HOA Board may modify or expand these duties and responsibilities.

#### **ORGANIZATION**

The size of the Communications Committee shall consist of an odd number of members. There shall be no less than five (5) members and no more than (11) members. When possible, representation from all phases is recommended. It shall include but not limited to the editor and assistant editor of the newsletter, the directory developer, the website master, the e-mail disseminator, and the coordinator of block captains.

The Communications Committee shall have a Chairperson, Vice Chairperson, and Secretary, nominated by the Committee members and appointed by the Board on an annual basis.

**Chairperson:**

The Communications Committee Chairperson shall:

1. Prepare and send out notices of meetings and agenda for the meeting.
2. Preside over meetings, and conduct the meetings consistent with Roberts Rules of Order.
3. Appoint task leaders as needed.
4. Maintain contact with the HOA Board and Association Manager on communications issues.
5. Report any problem area(s) directly to the Association Manager, who will then report to the HOA Board.

**Vice Chairperson:**

The Communications Committee Vice Chairperson shall:

1. Assume the duties of the Chairperson if the Chairperson is absent.
2. Undertake any special projects at the request of the Chairperson.

**Secretary:**

The Communications Committee Secretary shall:

1. Record the proceedings of all meetings as the Minutes.
2. Forward prepared Minutes to committee members for review.
3. Place copy of approved Minutes in the Communications Committee binder maintained in the Clubhouse.
4. Send electronic copy of approved minutes to Webmaster for storage.

**MEETINGS**

The communications committee shall meet on an as-required basis but not less than quarterly.