

COMMUNICATION COMMITTEE CHARTER

PURPOSE:

The Vistoso Community Association (VCA) Board of Directors (BOD) has authorized establishment of the "Communication Committee". The purpose of this Committee is to serve at the will of the BOD on all matters pertaining to the communications to the residents of Vistoso Community Association (VCA). This Committee is responsible for general information announcements, publishing of quarterly newsletters, association website and work with management on weekly email blasts that support the mission, values and strategic goals of VCA and reporting those issues to the Management for review and consideration by the BOD.

COMMITTEE STRUCTURE AND TERMS:

The Committee may be chaired by a BOD member or any member the committee chooses to place by majority vote. The appointment of a BOD member will continue if he/she is a member of and will end upon his/her resignation or removal from the BOD. The committee will be comprised of 3-5 community resident volunteers plus 1 alternate and is open to anyone willing to assist or has working knowledge, background, or education in publication, communication, and electronic media. Each member of the committee must be unencumbered by any conflict of interest. Members will be appointed by the BOD through a Resolution.

Appointment consideration criteria will include, but will not be limited to, relevant experience, willingness, and availability to serve, ability to get along with others, fairness, firmness, and ability to function within a team.

AUTHORITIES:

All committee members shall serve at the will of the BOD. The BOD has the right and authority to disband and discontinue any committee or subcommittee, as well as appoint or dismiss any committee member or subcommittee member, with or without cause. The BOD may delegate any or all the authorities vested in the Board by the Governing Documents of VCA, to the Communications Committee, and these authorities may change at any time in accordance with the desires of the Board.

SPECIFIC RESPONSIBILITIES:

The Communications' Committee specific responsibilities include:

- The committee shall report regularly to the Board.
- The Committee Chair, or their designate, shall make a report of the committee's action to the Board at its monthly meeting
- To enable standard, engaging, timely and effective communication of relevant information between VCA and VCA residents from the board, staff, and management company.
- To develop annual communications budget (operations and capital/reserves), get

board approval, then manage expenses to approved budget levels.

- Adhere to the rules and regulations set forth in the governing documents
- To manage homeowner website and email accounts, generic email accounts and Communication policy.
- Decisions pertaining to website design and functionality.
- Decisions regarding communication content, content ownership, and timeliness of content release and distribution based on approved policies and procedures.
- Ensure there are no politics, religion, personal attacks, advertising, or editorializing.

COMPLIANCE:

The Communication Committee is not authorized to financially or legally obligate VCA in any manner (i.e. contract for services, hire contractors, borrow money, purchase equipment or supplies, or approve such a request on behalf of the BOD) unless it has been specifically approved in the Annual Plan and Budget for the Committee or separately approved by the BOD. The committee shall meet at least once a month for review and discussion of assigned tasks.

The BOD also has the right and authority to take actions and/or make decisions with or without involving any committees and to take action and/or make decisions which are consistent with and/or contrary, in whole or in part, to any committee or subcommittee recommendations, should they see the need. The BOD also has the right to amend this Charter, should it be required.

APPROVED AND ACCEPTED BY: The Vistoso Community Association Board of Directors on May 28, 2020.