

VILLAGES OF WESTCREEK OWNERS ASSOCIATION, INC. ("ASSOCIATION")

Administrative Resolution No. 7

COMMUNICATIONS COMMITTEE TERMS OF REFERENCE

WHEREAS, Article XIII, Section 13.01 of the BYLAWS directs the Board of Directors ("BOARD") to exercise for the ASSOCIATION the power to designate one or more committees; and,

WHEREAS, the BOARD recognizes that a positive communications program is essential to the success of the ASSOCIATION; and,

WHEREAS, the BOARD recognizes that a comprehensive and effective communications program includes print and electronic media, and actual visitation to new residents; and,

WHEREAS, the BOARD wishes to streamline existing committees and consolidate functions where possible to assure that committees function in the most efficient manner; and,

WHEREAS, the BOARD wishes to establish an expanded standing Committee to carry out such a communications program, to include the community newsletter, the community website, and the welcome committee;

NOW THEREFORE BE IT RESOLVED BY UNANIMOUS CONSENT IN WRITING THAT a standing COMMUNICATIONS COMMITTEE be established, having the following terms of reference:

RESPONSIBILITY

The primary responsibility of the COMMUNICATIONS COMMITTEE is to advise and assist the BOARD in developing and carrying out a program of positive information flow between and among the organizational components of the ASSOCIATION, particularly as between the ASSOCIATION leadership and the general membership and among the general membership itself. In fulfilling its responsibility, the COMMUNICATIONS COMMITTEE performs functions that include but are not necessarily limited to, the following, with the caveat that final approval of any recommendation/implementation thereof rests solely with the Board:

1. Preparing regular newsletters informing members about the ASSOCIATION such as its structure, role, and objectives and about developments and activities in the community.
2. Arranging publicity for community events.
3. Preparing and delivering a welcome and information package to inform new residents about the community and the ASSOCIATION.
4. Maintaining and updating the community website.
5. May perform other functions as directed, or approved, by the BOARD.

MANNER OF ORGANIZATION

1. Membership - The COMMUNICATIONS COMMITTEE shall consist of a Chair and any other members of the ASSOCIATION who wish to serve. Any MEMBER may join the Committee by

attending two out of three successive Committee meetings and maintaining regular attendance thereafter. The secretary of the Committee is responsible for maintaining a roster of Committee members.

2. Term - The Chair of the Committee shall serve a one year term.

3. Chair - At the first regular meeting of the COMMUNICATIONS COMMITTEE following the appointment of the Chair by the President of the BOARD, the Committee will elect an alternate Chair from among its members.

4. Vacancies - The BOARD may remove a Chair with or without cause. The Committee may vote to remove its Chair upon show of good cause. Vacancies created by either of the above or by death or by resignation of the Chair, shall be filled by the alternate Chair, and the Committee will elect a new alternate.

5. Secretary-Treasurer. The Chair will designate a secretary-treasurer from among the members of the Committee. The secretary-treasurer shall be responsible for keeping the Committee membership roster, recording minutes of all Committee meetings and in general maintaining written documentation on Committee decisions and activities. Further, the secretary-treasurer shall keep a record of funds expended under the Committee's allocation from the BOARD.

6. Subcommittees. From time to time the Committee may create from among its membership such subcommittees as it deems necessary and desirable, so long as each subcommittee has specific goals and objectives approved by the Committee. The Committee Chair may form a subcommittee by appointing volunteers from the standing committee. The subcommittee will elect its own Chair. If the subcommittee Chair is absent from two successive meetings, the subcommittee may elect a new Chair and promptly notify the standing Committee Chair of the change.

DUTIES OF THE COMMITTEE

The Duties of the standing COMMUNICATIONS COMMITTEE include the following:

1. Electing the alternate chair;
2. Assessing conditions and needs in the area of its responsibility;
3. Adopting goals and objectives and establishing priorities for Committee and subcommittee activities;
4. Proposing guidelines to the BOARD relative to its area of responsibility
5. Reviewing Committee terms of reference;
6. Developing Committee budget requests;
7. Taking such actions as directed by the BOARD.

Duties of the Chair include the following:

1. Coordinating and supervising the Committee activities and meetings to assure that Committee responsibilities are met;
2. Preparing Committee reports for submission to the BOARD;
3. Reviewing the budget with Committee Secretary-Treasurer to assure that funds are spent as allocated and to determine adjustments;

4. Establishing such subcommittees necessary, determining their purpose and appointing members
5. Reviewing and evaluating subcommittee activities to determine if need exists for their services.
6. Assuring that meetings of the Committee are held as follows:
 - (a) Regular meetings of the full standing Committee shall be held at least once each quarter or more often as necessary to carry out assignments and responsibilities. The purpose of at least one full Committee meeting is to hear and review the Committee's budget and policy recommendations and to integrate them into one Committee proposal to be submitted through the Chair to the Finance Committee
 - (b) Subcommittees will meet at least monthly for as long as it takes them to complete their tasks.
 - (c) Voting will be by simple majority; in the event of a tie, a member of the BOARD may cast the decisive vote.

Reporting and Channels of Communication will be done as follows:

1. The Committee shall, through its Chair, submit to the BOARD, written reports on a regular basis. Such reports shall include at least the following:
 - (a) Summary of activities during past period;
 - (b) Problems encountered and assistance requested;
 - (c) Number of members at last meeting;
 - (d) Plans for coming months;
 - (e) Itemized listing of income and expenditures;
 - (f) Recommendations and proposals with rationale.
2. The Committee Secretary shall prepare and submit minutes of committee meetings.
3. Verbal requests for information or assistance may be transmitted from the subcommittee chair to the Committee Chair and from there to the appropriate party and back, unless other channels have been directed by the BOARD.

IN WITNESS HEREOF, THE BOARD HAS APPROVED THIS RESOLUTION AS OF FEBRUARY 20, 2003.

Duane Larkin, President

Derrick J. Foyle, Secretary