

Communications Committee Charter

The Somerset Owners Association Board of Directors has the authority to create standing or special committees according to Section 3.16 and advisory committees according to Section 3.18 of the Bylaws.

As such, the Board of Directors adopts this formal resolution to amend the Communications Committee Charter with the powers and duties set forth.

Purpose

The purpose of the Communications Committee is to assist in the development of communications systems that 1) will enable the Board, Board Committees, and management staff to directly communicate information to Homeowners; and 2) will enable homeowners to directly communicate information to the Board, Board Committees, and management staff.

Responsibilities

The Committee shall have no authority to act on behalf of the Association, other than to formulate and present information and recommendations to the Board related to its stated purpose. The Committee shall not engage in any activities that have not been requested by the Board either specifically or via the responsibilities identified in this charter.

Specific responsibilities of the Communication Committee shall be to:

1. Determine the methods preferred by Somerset unit owners for receiving and responding to communications from the Board, and how many unit owners prefer each method, including but not limited to website, emails, letters, phone recordings and text messages.
2. Identify emergency methods to allow the Board to very quickly communicate with unit owners on matters that may be particularly time sensitive or urgent.
3. Review the methods and contents of key SOA communications programs and recommend improvements to the Board, including the association's website and provider.
4. Lead the creation and execution of SOA Homeowner surveys as directed by the Board.
5. Prepare specific communications or special projects from time to time as directed by the Board.

Organization and Term

The Committee shall be composed of seven Board appointed members; one primary and one alternate Board member; and five Association unit owners in good standing. A quorum of the Communications Committee shall consist of a majority of members. A decision may be rendered by a majority of members at a meeting at which a quorum is present. The alternate Board member shall vote only when the primary Board member is not in attendance or in case of a tie vote.

Each January, Committee members shall elect from among themselves a Chairperson and Vice-Chairperson, who shall be responsible for leading all meetings. The Committee meeting calendar will be established on an annual basis for Board approval at the December Board meeting.

The Committee shall meet at least once a month and additional meetings can be scheduled as necessary in order to meet the required timeframe for completion.

At least one of the assigned Board members is required to be in attendance at each Committee meeting. If neither Board member can be in attendance, the meeting will be rescheduled. A member of the Association staff will attend meetings as directed by the Board of Directors, but will not serve as a committee member. Staff members may take meeting recaps and provide information to the committee.

The Communications Committee Charter was duly updated by the action of the Board of Directors on 14 December 2017.

By: 
Board President

Attested By: 
Board Secretary