

# COOLFONT MOUNTAINSIDE ASSOCIATION COMMUNICATIONS COMMITTEE CHARTER

## AUTHORITY

WHEREAS, Article 11, Section 11.1 of the Bylaws states that “With the exception of the Nominating Committee, chairs of the following Committees will be appointed by the President by the time of the second meeting of the Board following the Annual Meeting: Finance; Recreational Facilities; and Development and Architectural Control. If the Chair of a committee is not a Director, the President shall appoint a Director to be liaison between the Committee and the Board. Liaison appointees will report upon actions taken by their Committees to the Board.” and

WHEREAS, Article 11, Section 11.4 of the Bylaws states, “From time to time the Board may provide for appointment of ad hoc committees or task forces from among the Members, and shall specify their authority and functions.”

NOW THEREFORE, be it resolved that a Communications Committee shall be established, and that the following procedures for this Committee be adopted and implemented herewith:

## RESPONSIBILITIES

This Committee shall serve at the direction of and at the pleasure of the Board of Directors (“Board”) of Coolfont Mountainside Association (“Association”). This Committee shall have no authority to speak on behalf of the Board or to bind the Association financially or contractually, unless authorized by the Board.

The primary responsibility of the Communications Committee is to provide timely and appropriate communications to owners/members of the Association through its various outreach media. The Board may assign the Committee additional tasks from time to time.

Each year, the Committee will prepare a proposed annual budget and submit same to the Treasurer when requested. Any expenditures outside of its approved annual budget must be approved by the Board in advance.

The Committee will perform the following:

### CMA NEWSLETTER

The Committee will edit, arrange, design, and disseminate the CMA Newsletter to membership on a quarterly basis. The Committee will determine the appropriate publishing dates, provided it is published every three months. Content will consist of information appropriate for the membership including, but not limited to, photos, articles, recipes, Committee reports, and Board information. The Committee may solicit content from the membership for inclusion. The Newsletter will be disseminated to all owners via email and the CMA Google Group. Owners can decide to Opt Out of receipt by email and the Committee must update its records to cease distribution to owners who Opt Out. The Committee may solicit local companies and individuals to advertise in the newsletter for a nominal fee as established by the committee and approved by the Board.

### CMA MEMBERSHIP DIRECTORY

The Committee will edit, arrange, design, and disseminate the CMA Membership Directory. The Directory will include contact information for each property owner and provide a list of the Board, Committee Chairs, and other information as the Committee determines appropriate. The Directory will be posted on the CMA Website with access restricted to owners and updated as needed. Updates to owner contact information will also be provided in the quarterly Newsletter. The Directory will be printed and distributed to members, one copy per each property, with the approval of the Board. Printed

copies should be distributed at least every three years provided the Board has allocated budget for production and postage. Owners must provide written consent to be listed in the directory and acknowledge that the information in the directory (and the abridged directory defined below) is confidential in nature and cannot be reproduced for private use including photos, maps, and contact information.

### CMA COMMUNITY DIRECTORY

The Committee may edit, arrange, design, and disseminate the CMA Community Directory for public viewing. The Directory will include important phone numbers, maps, and general rules of the Association. The Abridged Directory will be printed and distributed, one copy to each property, with the approval of the Board. Printed copies should be distributed at least every three years provided the Board has allocated budget for production and postage.

### CMA FACEBOOK GROUP

The Committee will administer the Association's official Facebook Group, Coolfont Mountainside Association, located at <https://www.facebook.com/groups/257606361406>. The Group will be a private Facebook Group and the Committee shall approve members who are owners within the Association. Posts to the group will not be routinely monitored but may be removed at request of the Board. The Committee will post content to keep the membership informed about CMA events and information, as appropriate. Business advertising will not be allowed on the Facebook Group.

### CMA GOOGLE GROUP

The Committee will administer and maintain the CMA Google Group available at <https://groups.google.com/g/cma-members>. They will approve/add new owners/members and remove members who are no longer owners in the Association. Posts to the Google Group will not be routinely monitored but may be removed at the request of the Board.

### CMA WEBSITE

The Committee will manage the CMA Website located at [www.coolfontmountainside.org](http://www.coolfontmountainside.org). They will manage the content of pages, post notices, add documents for download, and update information as appropriate. The Committee will manage the hosting contract for the website, software updates, domain registration, and any other contracts or obligations needed to maintain the website.

## ELIGIBILITY

Committee candidates and members shall be property owners in good standing. Good standing shall be defined as the absence of any liens, privilege penalty, architectural or covenants violation, or pending legal action with the Coolfont Mountainside Association.

No person shall be eligible for appointment as a Committee member unless such person is a member of the Association in accordance with CMA Covenants and Restrictions.

## APPOINTMENT AND TERMS

This Committee shall be comprised of 2-5 members. Recruitment of candidates may be done through the CMA Google Group, a newsletter article, an announcement at the Annual Meeting, or by any other means deemed appropriate by the Board. The Board will strive to ensure that members from varying house types within the Association are represented on its committees.

Interested owners must submit a written request to the Committee for appointment to the Committee. Email requests are acceptable. Committee members in good standing are eligible for reappointment.

Per CMA Bylaws, the Board President will appoint a Committee Chairperson each year and may make additional appointments throughout the year if vacancies occur or if new Committees are created.

## REMOVAL OF MEMBERS

The Board may remove any Committee member, including the chairperson, at any time.

The Committee may make recommendations to the Board regarding the removal of Committee members.

A Committee member may be removed, upon written notice from the Committee chairperson, for failure to attend three consecutive Committee meetings without notice or explanation.

## ELECTION OF OFFICERS

The Board President shall appoint the Chairperson of the Committee. The members of the Committee may make recommendations to the Board for the appointment of a chairperson.

The Chairperson, or their designee, shall be responsible for chairing meetings of the Committee.

The Chairperson shall be responsible for recording accurate minutes of the Committee's meetings and submitting them to the CMA Secretary, in a timely manner, for inclusion in the Board meeting package. Minutes shall include a record of the date, time, and place of each meeting. Minutes shall also include a record of Committee member attendance and all votes of the Committee.

## MEETINGS

Committee meetings shall be held in a mutually agreed upon location of the committee members, or via online teleconference. All Committee meetings shall be open to the membership. Notice of the meetings and agenda for the meeting shall be made available to the members via the CMA Google Group, newsletter, or email to the membership.

The Committee Chairperson shall be responsible for contacting the members of the Committee regarding rescheduled or canceled meetings.

A majority of the total number of the Committee members shall constitute a quorum. A majority vote of members while a quorum is present shall constitute a decision of the Committee. All voting shall be conducted in open session.

All Committee meetings shall be conducted generally in accordance with Robert's Rules of Order.

## COMMUNICATIONS

In the interest of ensuring strong communications between the Board and the Committee, the Committee Chairperson, or a designee, will attend each regularly scheduled business meeting of the Board. The Committee representative will present Committee recommendations, update the Board on the status of pending Committee tasks, request assistance from the Board, as needed, and answer any questions the Board may have regarding Committee assignments.

The Committee is expected to maintain regular communication with the Board Liaison designated by the Board.

It is expected that the Committee will provide accurate and timely information about its activities for publication in the newsletter and other communication vehicles of the Association. It is the responsibility of the Committee to ensure that this information is updated on a regular basis.

The committee will review its charter at least biannually and recommend any proposed changes to the Board for review.

## APPROVAL

This charter was approved by the CMA Board on February 17, 2022 and approval is noted in the minutes of that meeting.

This charter was last updated on February 17, 2022.