

SKYESTONE COMMUNITY ASSOCIATION, INC.

COMMUNICATIONS COMMITTEE CHARTER

February 3, 2022

1. Purpose

The purpose of the Communications Committee (CC) is to provide guidance to the Board, committees, task forces, staff and community regarding communications so that the Skyestone community can make educated and informed decisions. The Welcome and Website Sub-committees facilitate the Communications Committee purpose.

2. Responsibility

In carrying out its duties and functions, the Communications Committee shall:

1. Develop multi-platform communication strategies including the newsletter, email blasts, Skyestone website and bulletin boards.
2. Implement and maintain community-wide communication platforms including the Skyestone website.
3. Develop and maintain policies and guidelines for effective community communication and submit them for consideration by the Board.
4. Research and initiate proposals for policy development in areas of assigned body of work.
5. Facilitate two-way communication between Board and resident, between residents and staff and between resident to resident.
6. Meet monthly, or as needed to conduct the business of the Committee.
7. Provide guidance to the Welcome Sub-Committee as they welcome new residents to our community.
8. Provide guidance to the Website Sub-Committee in the development and management of the website.
9. Be familiar with the Skyestone Community Association's Governing Documents as set forth by the Articles of Incorporation, Bylaws and CC&Rs, as any of these documents may be amended from time to time.

3. Term

Communications Committee members are appointed by the Board for three-year staggered terms beginning on January 1st and ending December 31st. A vacancy on the Committee shall be filled through appointment by the Board.

Sub-committee members are appointed by the Communications Committee Chair based on recommendation of the sub-committee leaders. Members of the sub-committees serve three-year staggered terms.

4. Organization

The Communications Committee will consist of at least three (3) and no more than nine (9) Residents appointed by the Board of Directors. Each sub-committee lead is a voting member of the Communications Committee. The Board Liaison is a non-voting member of the Communications Committee. Either the Community Manager or the Lifestyle Director may be assigned by the Board to the Communications Committee.