

White Mountain Vacation Village Recreational Subdivision Association

Communication Committee Charter

I. PURPOSE

The purpose of the White Mountain Vacation Village Recreational Subdivision Association (the “Association”) Communication Committee (“Committee”) is to investigate and provide recommendations to the Association Board of Directors regarding issues related to the use and implementation of technology and other items of a technical nature that may arise in Association operations. This charter outlines the rights and responsibilities of the Committee.

II. TYPE

The Committee will be an ad hoc committee.

III. COMMITTEE STRUCTURE

1. Membership:

The Board of Directors of the Association shall have the sole authority to appoint and remove the members of the Committee, at its discretion. Any Association member in good standing may be appointed to the Committee. The Committee shall be composed of not less than three (3) nor more than five (5) members of the Association. The Committee may be dissolved at any time at the sole discretion of the Board of Directors.

2. Committee Expenditures:

Any expenditures made by the Committee must be in furtherance of the Committee’s duties and must be pre-approved by the Board of Directors. Any related contracts or agreements must be executed by the Association President prior to the expenditure. Any change order to an existing contract or agreement made in furtherance of the Committee’s duties must be approved by the Board of Directors and executed by the Association President.

All Committee expenditures shall be accounted for and reported to the Board of Directors by the Committee. Receipts for all expenditures and copies of all contracts or agreements shall be provided to the Association Treasurer and Community Manager.

3. Committee Chairperson Duties

The Association President shall select the Chairperson of the Committee. The role of the Chairperson is to:

- Schedule Committee meetings, draft the agendas, and ensure the meetings are professional and efficient.
- Be present at Committee meetings.
- Ensure that notice and minutes of Committee meetings are provided to the Association as required in Article IV, Section 1 herein.
- Act as a liaison between the Committee, the Board of Directors and the Community Manager.

IV. MEETINGS

1. Committee Meetings

The Committee will meet as needed to complete its tasks. Meetings will take place on the dates and at the times and places determined by the Committee. Any member of the Board of Directors and any Association member may attend Committee meetings. Notice of the date, time and location of all Committee meetings must be provided to the Secretary of the Association and the Community Manager at least five (5) days in advance of the meeting. A designated person on the Committee will take minutes of all Committee meetings, which will be provided to the Secretary of the Association and Community Manager no later than five (5) days after each meeting.

2. Board Meetings

The Committee Chairperson may be required to attend Board meetings and provide a report on Committee activities when requested by the Board of Directors. If the Committee has an issue or request which requires Board action, the Committee Chairperson may appear before the Board of Directors to discuss the issue or make the request.

3. Membership Meetings

The Committee Chairperson may be asked by the Board of Directors to prepare and give a report to the Association at any membership meeting.

V. RESPONSIBILITIES AND DUTIES

The Committee's duties shall include, but shall not be limited to, investigating and providing the Board of Directors with recommendations regarding:

- Association's website.
- Database management.
- Electronic communications to members.
- Blogs, on-line discussion forums or social media presence.
- Development of policies and procedures for the use of technology.
- Any other duties as assigned by the Board of Directors from time to time.