



## Hunters Green Cluster Association Committee Charter: Communications Committee

### Goals

The Communications Committee will be responsible for establishing an online community forum or other method of communication amongst residents.

### Responsibilities

The specific scope of responsibilities of the Communications Committee include, but are not limited to:

- Obtaining feedback from residents related to their concerns and preferences with online communication
- Establishing a terms of use and guidelines outlining appropriate behaviors for online communications
- Establishing a method of online communication for all members of the community

### Meetings & Events

- The Communications Committee will meet as needed throughout 2014 to plan the events.
- Meetings & events will be announced to the Hunters Green Community at least 10 days in advance.
- Primary method of communication will be via email. The Committee Chair will be given access to the Hunters Green Residents' email distribution list.
- Meetings will conclude with action items, if necessary, assigned to specific individuals who have volunteered to handle tasks as needed.
- Meeting minutes are not required, however progress reports will be provided at each Board of Directors meeting.

### Members

The Communications Committee Chair will be established by the Board of Directors. The Chair will run the Committee, set the agenda, and is responsible for briefing the Board at each Directors meeting with

updates and producing the final report. The position is voluntary and the Chair is free to resign at any time. At the Board's discretion, the Board has the authority to appoint a new Chair to the committee at any time during the calendar year.

A Board member will be assigned to attend all Communications Committee meetings and act as a liaison between the Board and the Communications Committee. The Board member will only act as a liaison and will not run the committee meetings; the Board member will only facilitate logistics and participate as a cluster resident. The Chair will run their Committee as they see fit.

All members in good standing of Hunters Green are welcome to attend any meeting of the Communications Committee and participate in the discussion.

### Committee Conclusion

The Communications Committee will dissolve at the conclusion of the 2014 calendar year. If the committee goals had not been met by the specified dates, the Board of Directors can determine whether the committee needs to be renewed, retooled, or retired during the January 2015 Board of Directors meeting.