

**SOUTHSHORE METROPOLITAN DISTRICT
COMMUNICATIONS COMMITTEE CHARTER
2023**

The purpose of the Communications Committee (the "**Committee**") is to review and provide recommendations to the Board of Directors (the "**Board**") of the Southshore Metropolitan District (the "**District**") regarding aspects of communications of the District.

I. Purpose

The Communications Committee is established by the District to enhance and streamline communication within the community. The primary purpose of the Communications Committee is to ensure effective, transparent, and timely communication between the Board, management, and homeowners.

II. Authority

The Communications Committee operates as an advisory body to the Board and has the authority to:

1. Develop and recommend communication strategies to the Board.
2. Oversee the implementation of communication plans.
3. Collaborate with the Board, management, and other committees to improve overall community engagement.

III. Composition

The Communications Committee shall consist of a minimum of six (6) members, including:

1. At least one Board member (Board liaison).
2. Members with expertise in communication, public relations, marketing, or related fields.
3. Other community members with a strong interest in communication.

Committee members shall be appointed by the Board, and the Board shall designate a Committee Chair.

IV. Responsibilities:

1. Communication Strategy
 - a. Develop a comprehensive communication strategy for the association.
 - b. Recommend communication tools, channels, and technologies.
2. Community Outreach
 - a. Enhance community engagement through outreach initiatives.
 - b. Facilitate communication between the Board and homeowners.
3. Information Dissemination
 - a. Ensure timely dissemination of important information to homeowners.
 - b. Oversee the management of official communication channels (e.g., website, newsletters, social media).
4. Event Communication
 - a. Coordinate communication efforts for community events and activities.
 - b. Collaborate with event organizers to promote and publicize events..

5. Crisis Communication
 - a. Develop a crisis communication plan.
 - b. Provide guidance on communication during emergencies or challenging situations.
6. Feedback Mechanisms
 - a. Establish and maintain feedback mechanisms for homeowners.
 - b. Gather input on communication effectiveness and make recommendations for improvement.
7. Consistency and Branding
 - a. Ensure consistency in messaging and branding across all communication channels.
 - b. Provide guidelines for the use of the association's logo and other visual elements.

V. Meetings:

The Communications Committee shall meet regularly (at least quarterly). Additional meetings may be called as needed to address specific financial issues or opportunities.

VI. Reporting:

The Communications Committee shall provide regular reports to the Board summarizing its activities, findings, and recommendations.

VIII. Amendment:

This Communications Committee Charter may be amended by the Board with notice to Committee members.

IX. Effective Date:

This Charter is effective as of [Effective Date] and shall remain in effect until amended or revoked by the Board.

Approved by the District President on [Date].