

## COMMUNICATIONS COMMITTEE CHARTER

### PURPOSE

The Communications Committee (The Committee), of the Maidstone/Reserve POA, is formed to act as the communications liaison between the Board of the Directors, the various Committees and Clubs chartered by the Board of Directors, and the Owners and/or lessees. The Committee shall be responsible for the community website and for the transmission of information via the website or other means to Owners and/or lessees in the Maidstone POA.

### COMPOSITION

The Committee shall consist of at least one, but not more than two, members of the Board of Directors, together with such additional members (not Directors) as the Board may deem advantageous to its purpose, duties, or functions.

One of the Board Directors, serving on the Committee, shall be the Webmaster, in charge of the content of the website. The Webmaster may appoint another member of the committee to assist in this function.

Each member of the Committee shall serve at the pleasure of the Board of Directors.

### DUTIES AND FUNCTIONS

1. The Committee is responsible for keeping the Maidstone website current with information relevant to the Maidstone Owners.
2. The Committee will assist the Board of Directors with their communications to the Owners.
3. The Committee will assess and perform other duties as directed by the Board related to communications within the community.
4. The Committee shall propose and maintain subscriptions to external communications or information as approved by the Board.
5. The Webmaster is responsible for maintaining a "user friendly" interface to the Maidstone Community.
6. The Committee is responsible to make sure the website reflects a positive image of the community.
7. All postings on the website shall be approved by the Committee.

## BUSINESS CONDUCT

Any actions of the Communications Committee shall require a majority affirmative vote of its full membership. No single member shall be authorized or empowered to unilaterally approve any action.

## MEETING AND REPORTING

The Communications Committee shall convene from time to time on an as required basis.

Meetings of the Communications Committee shall be posted and open to all members of the Maidstone POA.

The Communications Committee shall report its actions and activities to the Board of Directors.

## APPROVED

8/26/21

Date



President



Secretary