

PMCPOA COMMUNICATIONS COMMITTEE CHARTER

OVERVIEW

By motion passed at its regular meeting held on May 16, 2020 the Board of Directors of the Pine Mountain Club Property Owners Association, Inc. hereby grants this charter to the communications committee, a standing committee of the Association.

The provisions of the “Common Rules of All Committees” apply.

PURPOSE

The Committee will contribute to communications of PMCPOA to implement, uphold, and fine-tune systems for conveying information to members. The Communications Committee will be provided an annual operating fund to execute projects in keeping with the responsibilities of the committee and those which are helpful/beneficial to the members.

CHARTER

The responsibilities of the Communications Committee include but are not limited to monitoring of the following: the Condor, the PMCPOA Facebook page and other social media pages/outlets, PMCPOA radio station, the PMCPOA Web Site, organizing and hosting the New Member Meet and Greet events, maintaining the Volunteer Recognition Program, New Member Welcome packets and any additional PMCPOA informational pamphlets or other publications the Board may authorize from time to time. The Committee is also to provide an official channel for property owners to present comments, problems, ideas, opportunities and complaints through the Compliments, Complaints, Concerns Box and other so-intended current and future programs.

The Board authorizes and directs the committee to do the following tasks:

1. Advise the Board of Directors in all matters involving PMCPOA communications.

2. Monitor PMCPOA communications to ascertain ensure they function effectively and efficiently.
3. Recommend guidelines for all PMCPOA communications to help facilitate/promote consistency and accuracy of the information.
4. Inform PMCPOA members of available PMCPOA official communication channels and encourage their use.
5. Fulfill the Condor policy as set forth in Business Policies and Procedures Policy Number C-1, The Condor – Editorial Policy.
6. Form subcommittees as needed.

MEMBERSHIP

This standing committee will consist of a maximum of nine (9) members.

Useful background and experience for members of this Committee include journalism, conflict resolution, development and management of online platforms/social media outlets, community development, and event planning, promotion, and coordination.

MEETING TIMES

The communications committee meets on the second Saturday of the month at 10:00 a.m. in the Condor Room.

Approved: 
Committee Liaison


Corporate Secretary

Date: May 16, 2020

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