

ENCORE BOARD OF DIRECTORS
COMMUNICATIONS COMMITTEE CHARTER

Charter

This charter governs the operation of the Communications Committee established by the Encore Board of Directors in accordance with Article 4, Section 15, in Encore Briar Chapel HOA By-Laws.

The Communications Committee is a standing advisory committee appointed by and serving at the pleasure of the Board of Directors. The committee is headed by a Chairperson selected by the committee.

The Board would like committee members to serve for a minimum of one year. Since committee continuity is important, serving for longer than one year is appreciated.

Purpose of Committee

The Communications Committee's purpose is to assist the Board in developing and maintaining an effective, timely, efficient, and inclusive community communications plan.

Duties and Responsibilities

- Committee meetings:
 - Create an agenda for all committee meetings.
 - Notify the Board liaison of all committee meetings.
 - Review committee budget periodically.
 - Record and provide to the Board liaison all meeting minutes to be posted on the Encore website.
- Regularly review and analyze communication venues and tactics.
- Recommend to the Board possible ways to improve communication between the Board, the management company, and the homeowners/residents.
- Actively work with other standing committees to support their communication needs.
- Actively work with the Board to respond to other needs they may have to improve communication with the community, e.g. facilitating meetings and publications.
- Update Encore Chapel Hill website as needed to reflect current info. IT experience needed.
- Submit any recommendations from the Committee to the Board in writing.
- Submit special project reports to the Board on an as needed basis.
- Interact with other standing committees to provide guidance on the best method of communicating with residents.
- Meet as needed with the Lifestyle Director.
- All communications to residents should be copied to the Board liaison.

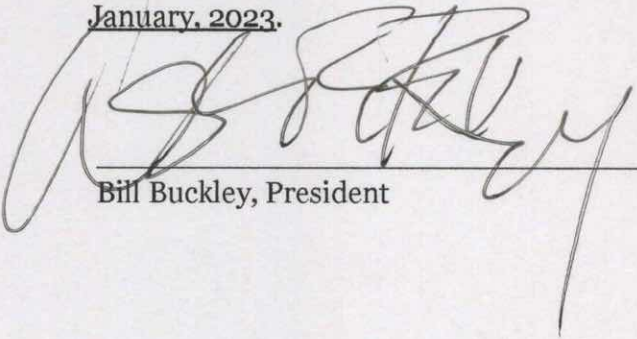
Interact with and report to the Board

The Board of Directors will select one of its members as a liaison to the Communications Committee. This liaison will attend committee meetings as appropriate and will not have voting power. The liaison is responsible for updating the Board on committee status. The committee chair should apprise the liaison of all communications with residents.

Revision

This charter may be reviewed and revised as deemed necessary by the Board of Directors.

Approved by Encore at Briar Chapel Community Association Board of Directors this 19th day of January, 2023.



Bill Buckley, President