

Sterling Woods Communications Committee Charter

Purpose: The Communications Committee is established by the Board of Sterling Woods to support the Board in fulfilling its oversight responsibilities relating to the Community's brand management, digital communications, and informational activities and materials.

This Committee is responsible for general information announcements, publishing of quarterly newsletters, association website and will work with management on email blasts that support the Boards goals of SW Condominium. In addition the committee will:

- A. Evaluate the best means of communication from the Board to the Residents of Sterling Woods Condominium. Encourage online adoption of information sharing. (Reduce costs and delivery time). Assess community feedback will be equally important.
- B. Primary purpose is to deliver accurate information in the manner that best suits the majority of the community. And to advise and assist the board in informing the residents about the purpose and function of the Association and its activities and events.
- C. Some communications will be focused on education with topics focused on safety, The neighborhood, Condominium Finances, Rules, Homeowner rights, etc.
- D. Committee will maintain web presence and newsletter .Oversee the publication of the community newsletter in regards to its design, layout, printing and distribution.
- E. Work in cooperation with other committees to help them communicate events, activities and updates to the Association as required.
- F. Update the organization's website as needed with events, news, links or other data. Develop handout material for events and community meetings

The Communications Committee will meet when necessary to accomplish the goals of the committee . Reasonable notice of meetings shall be given to all Committee members. Meetings of the Committee may be held by means of conference telephone or other communication equipment that allow all persons participating in the meeting to hear and speak to each other. The committee will comprise 3-5 community resident volunteers and is open to anyone willing to assist or has working knowledge, background, or education in publication, communication, and electronic media. Members will be appointed by the Board through a Resolution.

All committee members shall serve at the will of the Board. The Board has the right and authority to disband and discontinue any committee or subcommittee, as well as appoint or dismiss any committee member or subcommittee member, with or without cause. The Committee has no spending authority. Any cost must be approved by the Board.