

# PMCPOA COMMUNICATIONS COMMITTEE CHARTER

## OVERVIEW

By resolution passed at its regular meeting held on November 18, 2023, 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.

## PURPOSE

The purpose of the Communications Committee is to:

Help maintain and improve the systems and messaging used by the PMCPOA to convey information to members; and research ways to improve their effectiveness. Plan and implement communication / informational projects that are beneficial to the members.

## CHARTER

The Board of Directors hereby authorizes and directs the Communications Committee to perform the following tasks:

1. Advise the Board of Directors in all matters involving PMCPOA communications.
2. Monitor the effectiveness and efficiency of the following communication channels and recommend improvements:
  - The Condor, the official Association newsletter
  - Official emails to membership
  - PMCPOA Facebook page
  - PMCPOA website ([pinemountainclub.net](http://pinemountainclub.net))
  - PMC radio station
3. Help facilitate consistency and accuracy of information in all PMCPOA communications, using professional grammar / formatting.
4. Ensure official channels exist for property owners to register comments, problems, ideas, opportunities, and complaints.
5. Promote PMCPOA official communication channels.
6. Participate in the Meet and Greet and other informational events as requested.

7. Maintain PMCPOA member information packets and any additional PMCPOA informational pamphlets or other publications the Board may authorize from time to time.
8. Fulfill communication policy C-1 as set forth in Business Policies and Procedures.
9. Form subcommittees as needed.

## MEMBERSHIP

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

Desired qualifications for this committee include but are not limited to: background and experience with journalism, conflict resolution, development and management of online platforms/social media outlets, community development, and event planning, promotion, and coordination.

Members of this committee are required to follow the Association Rules for All Committees in article 19.

## MEETING TIMES

The communications committee meets on the first Tuesday of the month at 6pm in the Pavilion or virtually.

Approved:



Committee Liaison



Corporate Secretary

Date:

November 18, 2023

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