
**Skagit Highlands Homeowners Association
Communications Committee**

CHARTER

CHARTER PURPOSE: The purpose of this Charter is to define the mission, authority, responsibilities, and membership for the Skagit Highlands Homeowners Association's (herein after referred to as "the HOA") Communications Committee. The Charter also conveys commitment from, and implied support by, Members of the Association (Owner of any Unit, hereinafter referred to as "Member(s)"), the Association's Board of Directors (hereinafter referred to as the "Board"), as well as Community Association Managers (hereinafter referred to as the Manager) with Trestle Community Management (providing community association management services, hereinafter referred to as "Trestle"). The information communicated here will be the basis for the project plans and controls.

SCOPE OF AUTHORITY: This Charter applies to the Communications Committee, through and with the Manager, and working within budget in providing:

1. Input to the Board regarding the methods and policies of communicating official HOA information in order to assure that it is timely, complete and accurate, and, if requested, to assist the Manager with the development of such policies and methods.
2. To work closely with other Committees and Members to gather information and publish or disseminate via:
 - A. Newsletters,
 - B. Community website: www.skagithighlandshoa.org,
 - C. Other modes of posting communications such as A-frame sandwich boards or outdoor kiosk display cabinets.

AUTHORITY: Ultimate authority for this Committee lies with the HOA's current Board. No decisions will be made by the Committee without seeking and gaining Board approval.

COMMITTEE PURPOSE:

To: Help increase homeowner awareness of the amenities of the Association, familiarity with HOA governing documents, state and federal laws and protocol as it may pertain to HOAs and community living, as well as local community newsworthy information.

By: Meeting at least quarterly (4 times a year) or as often as necessary to complete the assigned responsibilities, to develop articles and publications to recommend to the Board, and facilitate the implementation of those plans upon receiving Board approval, working within a defined budget.

CONDUCT OF OPERATIONS:

1. Draft newsletters soliciting information from the Board, Committees, HOA affiliates, and local community forwarding to the Board through the Trestle Manager for final approval before copying and disseminating.
2. Upload and input pre-approved standardized information to the community website.

3. Keep written minutes of all meetings submitted promptly to the Trestle Manager to the Board of Directors and, at Board and membership meetings, provide Committee representation for presentation at the meetings, when appropriate.
4. Develop a detailed annual budget and submit to the Manager by September 1st of each year for Board approval, pertaining to the following fiscal year.

MEMBERSHIP:

1. Communications Committee Members commit to meet at least quarterly (4 times per year), and commit to a term of at least one year.
2. Members must be a Member In Good Standing, i.e. assessments current, no outstanding governing documents' non-compliance issues, etc.
3. The Board reserves the right to appoint a new chair or new committee members at any time.
4. The Committee members must:
 - Review and sign a Committee Member / Volunteer Confidentiality Agreement.
 - Review and sign a Committee's Code of Conduct.
 - *NOT* disclose to those outside the Committee member contact information, as follows:

Name	Phone	Address	E-Mail

b. Other Support is comprised of Trestle that will interface with the Board.

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REVISION: This charter may be reviewed, communicated, and revised as deemed necessary by the Board.

Approved by the Skagit Highlands Homeowners Association Board of Directors

this _____ day of _____, 20

 President
 Skagit Highlands HOA