

# **Village Grande at Camelot Homeowners Association**

## **Communications Committee Charter**

### **Establishment and Authority**

The Communications Committee is established by the Board of Trustees of the Village Grande at Camelot Homeowners Association (the "BOT") pursuant to Article VIII of the By-Laws for the Village Grande at Camelot Homeowners Association ("HOA").

### **Purpose**

To assist the BOT with public communications directly related to the business of the HOA, VGAC and Glassboro community affairs as deemed necessary and approved by the BOT.

The BOT will have administrative access rights to all communication systems used and maintained by the committee.

### **Responsibility**

In fulfilling its responsibility, the Communications Committee shall:

1. Maintain the Village Grande at Camelot website to include items of interest for the VGAC HOA residents and others that are seeking information on our community.

2. Publish a quarterly Internet-based Village Grande at Camelot newsletter.

Provide printed copies to those residents who do not have internet service.

3. Maintain a Community Bulletin Board in the Clubhouse to be utilized by the BOT and the HOA's committees for communicating with the community. The Community Bulletin Board is limited to Communications Committee business.

4. Maintain the VGAC HOA Welcome Wagon.
5. Make suggestions, if any, for other means of communications needed for the community.
6. Assist the property manager with the dissemination of information to the community.

### **Membership**

Membership is open to all members of the VGAC HOA that are in good standing. All committee members serve on a voluntary basis. The members of the committee are appointed annually by the BOT. The BOT may appoint additional members throughout the year as the need arises. Every volunteer on the committee has an equal right to express their opinions and ideas as how to best serve the interests of the community.

### **Volunteers and Other Resources**

Non-committee volunteers may be solicited from the community by the Communications Committee for assistance on certain specified projects. Volunteers are not members, voting or otherwise, of the Communications Committee.

### **Leadership**

At the discretion of the BOT, the chairperson will either be elected by the members of the committee or appointed by the BOT. In fulfilling the chairperson's responsibility, the chairperson shall:

1. Manage the committee and its meetings.
2. Schedule meetings and ensure the meetings are professional and minutes are kept of all meetings.
3. Ensure all committee members are informed of current events with regard to the committee.
4. Interface with the property manager as determined by the BOT.

5. Ensure that all personal information on the residents (including meeting members and names) are restricted to residents of VGAC and not sold or provided to marketing companies.
6. Be present at open BOT meetings to give report on its activities.
7. Appoint sub-committees as needed.
8. Assign tasks as needed.
9. Maintain appropriate records.
10. Assign administrative access rights to 2 members of the committee in order to keep automated systems functional.

### **Binding Contracts**

The Communications Committee does not have the independent authority to enter into contracts that bind the HOA. The BOT must execute all contracts binding the HOA.

Adopted by the Board of Trustees

Attest:

President

*Demetrius Angelini*

Date

1-16-23

Secretary

*Steve Timko*

Date

1/16/23