

SANDOVAL
COMMUNICATIONS COMMITTEE
CHARTER

PURPOSE:

1. Analyze the communication needs of the community and make related recommendations to the General Manager and Board of Directors.
2. Carry out ongoing approved communications such as E-Blasts, periodicals and videos.
3. Video Board of Director Meetings, Member Meetings and other meetings of interest to the community.
4. Create Sub Committees as needed to carry out responsibilities that are streamlined to a specific narrow task. Creation of Sub Committees shall be reported on monthly as formed, however Sub Committees are not required to follow the same meeting protocols as full committees.
5. To work on various assignments as needed and as determined by the General Manager and or the Board of Directors.

MEMBER QUALIFICATIONS

1. Resident of Sandoval Community Association is good standing.
2. Not have conflict of interests within the purview of the Committee and have the ability to remove oneself from a specific task if a specific task carries a perceived conflict of interest.
3. Have a desire to promote goodwill in all aspects of the Committee to fellow members and the community of Sandoval.

GROUP COMPOSITION

1. Committees work at the pleasure of the Board of Directors. A Board of Director liaison and the General Manager is responsible for guiding the work and actions of the Committee on behalf of the Board of Directors.
2. A Committee Chairperson will be recommended by the General Manager and appointed by the Board of Directors for a one-year term on a date as determined by the board.
3. Up to a total of six Committee Members will be recommended by the

Committee Chairperson and General Manager and appointed by the Board of Directors for a one-year term on a date as determined by the board.

VACATED POSITIONS

Vacated spots throughout the term will follow the same procedure as detailed in Group Composition.

REMOVAL FROM COMMITTEE

If situation requires, a Committee Chairperson and Committee Members may be removed from the Committee at the discretion of the BOD.

MEETINGS

1. The Committee will meet a minimum of once per quarter, with some Committee's meeting once per month or more as their responsibilities dictate. Committee meetings may be cancelled or postponed at the discretion of the Committee Chairperson with notification made in advance to the General Manager.
2. An Annual calendar of regular meetings running through the end of March shall be posted to the community bulletin board.
3. Meetings shall be open to the public providing an opportunity prior to the start of Committee business for residents to speak to the Committee for a maximum of three minutes. Afterwards meetings will run uninterrupted from the public.
4. Meetings shall follow the same state legislated requirements as Board of Director Meetings. The General Manager as well as Florida Statutes 720 and 286.011 may be used as guidance.
5. Minutes of the meeting highlighting actions taken shall be provided to the General Manager no later than the second Thursday of each month.
6. A monthly written Committee Report shall be forwarded to the General Manager no later than the second Thursday of each month, which will be posted to the community website. That same report shall be provided orally at the monthly Board of Director meeting each fourth Thursday of the month.

CODE OF ETHICS AND CONFLICT OF INTEREST

Each Committee Chairperson and Member shall sign a Sandoval Code of Ethics and Conflict of Interest statement prior to participating in Committee business.

EXPENSING FUNDS

Committee Chairpersons and Members are not authorized to expense funds or cause the expense of funds without written authorization from the General Manager or Board of Directors.