



## **RIO ESCONDIDO PROPERTY OWNERS ASSOCIATION**

### **COMMUNICATION AND SOCIAL COMMITTEE CHARTER**

The Rio Escondido Communication and Social Committee (CSC) exists to provide an objective and transparent representation for all Rio Escondido owners on all issues regarding communication and community events in Rio Escondido. The Communication and Social Committee shall provide recommendations for both timely and strategic communication tasks to the REPOA Board of Directors. The Communication and Social Committee will work with contractors, and REPOA members to make effective owner communication a priority, while considering the whole community.

The Communication and Social Committee is established under Article VI, Section 6 of the REPOA Bylaws, dated 24 June 2020.

#### **Membership**

Any member of the Rio Escondido Property Owners Association can be a member of the Communication and Social Committee. The Communication and Social Committee shall strive for membership that reflects a broad cross-section of landowners within Rio Escondido.

#### **Appointments and Elections**

The Board shall appoint the Chairperson of the Communication and Social Committee. Members of the CSC may make recommendations to the Board of Directors for the appointment of a Chairperson. Other officers of the Committee may be elected by the Committee membership as deemed necessary and appropriate. The CSC Chairperson, or his or her designee, shall be responsible for chairing meetings of the Committee. The CSC shall have a minimum of three members at all times. There is no limit to the number of members who can be appointed. The members of this Committee can be appointed and removed by the Board or the Chairperson of the Communication and Social Committee at any time, with or without cause.

#### **Term**

The CSC Chairperson serves a one-year term, based on first meeting after an Annual meeting. They can be re-appointed for an unlimited number of terms. Their term ends if they cease to be a member of the Rio Escondido Property Owners Association or resign. The Board or the Chairperson of the Communication and Social Committee may appoint additional members at any time during the year.

#### **Authority**

The Chairperson shall have authority to request proposals and information from contractors or potential contractors, vendors, and relevant emergency management services professionals with regard to communication. The Communication and Social Committee shall have the authority to setup communication schedules and service level agreements (SLAs). The Communication and Social Committee shall from time to time be granted additional authorities by the Board in order to be able to satisfy its responsibilities.

## **Responsibilities**

The Communication and Social Committee shall be responsible for:

- Establishing and maintain a secure owner forum (NextDoor/Private)
- Establishing and maintain a website for document access and general information
- Managing community signage at gate
- Managing community newsletter
- Organizing community events, such as:
  - Wildlife activities (with Wildlife Committee)
  - Social activities (Parties, Bake Sales, Movie Nights, etc)
- Promoting tie in with local community, such as:
  - Market Days, Shop Local, etc.
  - Meet and Greets
    - Local government officials
    - Evant Chamber of Commerce
    - Local First Responders and Schools
- Work with all other committees to distribute member-wide communication
  - Website
  - Email
  - Forum
  - Regular Mail
- Developing and providing welcome packets for new neighbors
- Reporting to the Board of Directors

## **Reporting**

In the interest of ensuring strong communications between the Board of Directors and the Committee, it is expected that the Committee Chairperson or his or her designee will attend each regularly scheduled business meeting of the Board of Directors or, in lieu thereof, to submit a written report to the Board at least 3 days prior to Board of Directors meeting.

## **Meetings**

The Communication and Social Committee shall meet a minimum of 1 time a month, but may meet more often as decided by the Committee Chair. At least one member shall attend Board meetings to provide an update.

## **Budget**

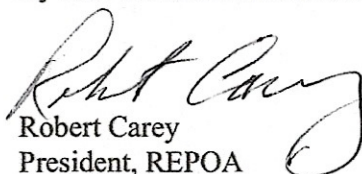
The Communication and Social Committee is responsible for making communication funding recommendations to the REPOA Board of Directors. The Communication and Social Committee shall not have a budget, nor is it allowed to expend REPOA funds.

## **Other**

The Communication and Social Committee shall strive to ensure all recommendations for communication will take into account timeliness of information dissemination and respect the privacy of personal contact information for all residents. The Communication and Social Committee shall strive to recruit and nominate members as it has need.

Adopted on June 14, 2023

By REPOA Board of Directors

  
Robert Carey  
President, REPOA