

## WOODLAND VILLAGE

### Community Outreach Committee Charter

#### Authority

Whereas, the Governing Documents for Woodland Village give the Board of Directors ("Board") the authority to establish committees.

Whereas, the Board decided at a duly called Board Meeting on 01/24/23 to establish a Community Outreach Committee ("Committee" or "COC") with responsibilities as described in this charter and as additionally requested by the Board.

Whereas, this charter shall be reviewed from time to time by the Committee and/or Board and any revisions adopted by the Board at a Board meeting.


Now therefore, let it be resolved, that the Community Outreach Committee Charter is established as follows:

The primary purpose of the Community Outreach Committee ("COC") Charter is to improve communication within the Association. The COC would be the first point of contact for frequently asked questions about the Association and to direct membership to the appropriate department if needed. The COC would also help create and maintain a digital newsletter for our membership.

- 1) The Committee shall consist of at least three (3) but no more than five (5) members, which are appointed by the Board at a Board meeting. At all times, at least one (1) member shall be a director of the Board. The Board member will serve as liaison between the COC and the Board. Committee members shall serve at the pleasure of the Board and may be removed, with or without cause, by the Board at any duly called Board meeting or, if appropriate, by action taken by unanimous consent by all members of the Board.
- 2) Each Committee member shall read and become familiar with all of the governing documents of Woodland Village.
- 3) The Committee shall go through training with the Board and management in order to be prepared to assist members of the Association.

- 4) The Committee members shall attend quarterly meetings (January, April, July, October) to go over new ideas and prepare a committee update report to present to the Board at the Board meeting following the Committee quarterly meetings. The Committee may choose to meet more often than quarterly.
- 5) The Committee members shall spend time every week communicating with the rest of the Committee and replying to emails from membership. Any communications made to or from the Committee must include all Committee members.
- 6) The Committee must know when and who to forward questions to and shall maintain a file containing copies of all communication sent or received by the COC. All records shall be records of the Association.
- 7) The Committee shall not give any legal advice and must quote or refer to the appropriate governing documents when answering questions.
- 8) The Committee will assist the manager in creating a digital community newsletter and will solicit articles for a regular newsletter (schedule to be determined by the Board).
- 9) The Committee will have all articles, newsletter content, flyers, mass communication, etc. reviewed and approved by the Board prior to publication.

This COC Charter is adopted and made a part of the minutes of the 01/24/ 2023, Board of Directors meeting.

BY:   
President

ATTESTED BY:   
Secretary

The undersigned certifies that a copy of this Charter was delivered either via email and or USPS to all Owners of record on 02/24/23, 2023 and will be supplied as applicable to incoming COC members

