



shelter bay community, inc.™
Ad Hoc Communications Committee Guidelines

Mission Statement: *Through the utilization of the Shelter Bay Community Website, Newsletter and other forms of communications and technology, the Ad Hoc Communications Committee will collect and disseminate news and information regarding the operation, governance and management of the Shelter Bay Community and report on events of general Community interest. The Committee is responsible for making recommendations to the Shelter Bay Board of Directors on communications related issues impacting the Community. Sunset date to be determined.*

1. Authority.

- a. Shelter Bay Community, Inc. By-Laws, Article VI, Section 7 authorizes the Board of Directors to appoint committees to make recommendations for the establishment of rules and regulations and to ensure the use of property by members is in keeping with the purposes of the corporation.
- b. Shelter Bay Community, Inc., Rules & Regulations, Part II, Chapter 20 – Committees provides the missions and policies of the committees and allows for the establishment of ad hoc committees with an identified advisory purpose and/or task. The Chapter authorizes the board to appoint any number of members to an ad hoc committee and to establish its sunset date.
- c. Shelter Bay Community, Inc., Rules & Regulations, Part II, Chapter 10 – Communications providing members with current, accurate and relevant community information will encourage a healthy environment, will encourage community involvement and cooperation, will foster good community relations, and will enable the community to achieve its goals. As it is defined in this chapter, communications will be managed by individual committees as assigned by the Board. The Manager will have full access to the communications methods for matters of importance to the community.
- d. Shelter Bay Community, Inc., Rules & Regulations, Part I, General, XI. Signs 11.1 – Except as provided for in this section, no sign of any kind may be displayed to public view on any tract, parcel, or community property without written approval of the community manager or committee responsible.

2. Operating Guidelines.

a. Committee Meetings and Membership.

- 1) Regular Meetings. The Ad Hoc Communications Committee will meet monthly at a regular date and time as established by the Committee Chair and properly posted through the Community Calendar. Special meetings may be called by the Chair following the rules outlined in Rules Part II, Chapter 20.
- 2) Committee Chair and Vice Chair. The Committee will recommend one of its members to the Board for appointment as Chair. The Chair will provide an agenda for the meetings of the Committee, conduct all such meetings, and prepare and deliver correspondence and reports as necessary. The Committee will also appoint a Vice Chair who will perform these duties in the absence of the Chair.

b. Committee Operations.

Collaborating cooperatively with the Manager and assigned Office Staff, the Communications Committee will perform the following duties and make recommendations to the Board of Directors:

- 1) Shelter Bay Website and Newsletter. Under the direction of the Board of Directors, the Ad Hoc Communications Committee will develop and administer the Shelter Bay Community, Inc. Website and Newsletter.
 - a) Website Manager, Newsletter Editor and Production Assistant. The committee will recommend to the Board of Directors persons to be appointed to serve as the Website Manager and the Newsletter Editor. A Newsletter Production Assistant will be provided by the Shelter Bay Office or contracted to a commercial service.
 - b) The Website Manager and Newsletter Editor will be responsible for:
 - (1) Design and content of the newsletter and website.
 - (2) Approving content and requests for articles and advertising.
 - (3) Utilizing the Community Rules and Regulations to review, edit, and make decisions as to whether an article or advertisement is appropriate for printing/posting.



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- (4) The Communications Committee will be responsible for development and maintenance of the member's only portion of the Community Website, as well as the "public" front end pages.
- c) The Production Assistant will be responsible to produce the Newsletter, accepting articles and advertising in accordance with Newsletter guidelines, and referring requests to the Newsletter Editor for approval.
- d) The Communications Committee will make recommendations to the Board of Directors for the Website, the Newsletter and all other communications related to operational management including, budgets, advertising rates and improvement projects.
- 2) Communications Related Issues: The Committee will develop communications designed to familiarize new community members with their rights & responsibilities and other basic information using various mediums.
- 3) Community signage including:
 - 4) a) Shelter Bay Community, Inc., shall maintain various signage to provide information concerning the Community. The Communications Committee will coordinate the front gate and other event notice announcement signage under the direction of the General Manager. Emergency announcements and routine meeting announcements will be managed by the Community Office Staff and backed up by Communications Committee Members as needed. Rules for size, duration for display, and other signage issues will be monitored by the Communications Committee and guidance provided under the Rules and Regulations Part 1 – General Section XI Signs. b) Surveys and the gathering of information from the Community will be supported by the Communications Committee as requested by the Board of Directors, Manager and all Committees. All surveys prior to dissemination will be approved by the Board of Directors as outlined in the Rules and Regulations, Chapter 10 – Communications.
 - c. Decision Review. If a community member disagrees with a decision of the Ad Hoc Communications Committee, such member may request a formal review of that decision using the process provided for in Rules & Regulations, Part II - Administrative, Chapter 20.010.030.

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