

RESOLUTION C-06

COMMUNICATIONS ADVISORY COMMITTEE

1. **Purpose.** The purpose of the Communications Advisory Committee is to advise the Board of Directors in facilitating the exchange of information about all areas of Association activities, with and between the membership.

2. **Authority.** The Charter of Ocean Pines Association, Inc. and the By-Laws of the Association direct the Board of Directors to establish and appoint the members of such committees and other advisory bodies as may be necessary to, or convenient in, the Association's discharging the duties entrusted to it. Resolution C-01, Committee General Policy, provides additional authority and instructions regarding advisory committees of the Association.

3. **Functions.** In fulfilling its purpose, the Committee performs functions which include, but are not limited to, the following:

a. identifying general and specific information needs of the Ocean Pines Association membership to make recommendations for the most efficient dissemination of information on Association platforms including, but not limited to, signage, the website, newsletters, emails, text messages, social media, and meetings and news releases, regarding activities, events, Board and Advisory Committee initiatives, and other news of interest within Ocean Pines and the larger community;

b. providing advice on information collection activities, including membership programs that may require "Town Hall" type meetings, as well as gathering, preserving and displaying historical information;

c. developing committee needs for the annual budget preparation;

d. fostering community spirit to promote a positive community experience and to encourage volunteerism, which may include events or activities supported by the Ocean Pines Association; and

e. performing other functions as requested by the Board of Directors.

4. **Membership.** The Committee should consist of not less than seven (7) members. The Chairperson should ensure there is a point-person for each medium and the other Advisory Committees.

5. **Reports.** Submit annual report by October 31 of each year in the format specified in Resolution C-06.

6. **Effective Date:** September 15, 2021

Adopted by the Board of Directors on September 15, 2021

_____ President Attest _____ Secretary

Review History:

General Manager _____ Date: _____

Legal _____ Date: _____

By-laws and Resolutions Advisory Committee _____

Date: _____