

## RESOLUTION C-06

### COMMUNICATIONS ADVISORY COMMITTEE

1. **Purpose.** The purpose of the Communications Advisory Committee is to advise the Board of Directors and the General Manager in facilitating the exchange of information about all areas of Association activities, with and between the membership.
2. **Authority.** Article THIRD of the Charter and Section 10.01 of the By-Laws of Ocean Pines Association, Inc. 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 both the general and specific information needs of the Ocean Pines Association membership including notices, minutes of committee meetings, OPA operations, recreational activities and events, and news of interest from the larger community;
  - b. advising on resident preferences with respect to information exchange and assisting in developing policy and procedures for their appropriate use including e-mail, meetings, newsletters, web page, bulletin boards, community television, and external news media;
  - c. recommending policies, processes, and procedures pertinent to the efficient exchange of information within the Ocean Pines membership;
  - d. evaluating alternatives and recommending optimal informational content, format, design layout, maintenance, update, and accessibility for the dissemination mechanisms available to the Association;
  - e. evaluating and providing advice on information collection activities and systems;
  - f. advising on communication needs for upcoming budget years;
  - g. advising and assisting with membership information programs which may involve "town-hall" type meetings;
  - h. fostering community spirit to promote a positive community experience and to encourage volunteerism which may include events or activities supported by the OPA; and
  - i. 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-01.

6. **Effective Date:** December 17, 2008

Adopted by the Board of Directors on December 17, 2008

David M. Stevens President      Attest [Signature] Secretary

Review History:

General Manager [Signature] . Date: 2/12/09

Legal \_\_\_\_\_ . Date: \_\_\_\_\_

By-laws and Resolutions Advisory Committee [Signature]

Date: 3/9/09