

## **Charter - SWCA Communications Committee (CC) - (revised August 2021)**

Whereas: The association wishes to communicate effectively with all members and neighborhood associations.

Whereas: SWCA has established a communications committee to affect that communication.

Resolved: The communication committee has promulgated the following communication protocols for current administration of its duties:

1. Input from committees and from neighborhoods to be submitted to the Communications committee by the last business day of each calendar month.
  - The Secretary of the SWCA board will compose a monthly synopsis of each month's board meeting. The synopsis does not take the place of the minutes of each board meeting but is intended to publicize board deliberations before formal documentation in the board minutes, which do not occur until the next board meeting.
  - The Treasurer of the SWCA board will compose a monthly high-level summary of the financial overviews of both SWCA and the Golf Club.
  - The chairman of the drainage committee will compose, whenever appropriate, a summary of projects in planning and/or projects in process.
  - The public safety committee will issue a rotating series of reminders about member compliance with elements of community and home security: speed limits, stop signs, gate entry protocols, Dwelling live visitor authorizations, vehicle parking restrictions, locked doors and vehicles and the contact data for sources of local services (police, fire, etc.).
  - Other SWCA committees (such as Community Liaison, Landscaping and Technology) will issue communications when and as appropriate.
  - Neighborhood associations may compose communications of interest either to their own neighborhood or to the greater Spanish Wells Community. The SWCA board director, who represents each of the major neighborhoods, is responsible for organizing these neighborhood communications.
2. SWG&CC will provide updates to be included as needed. Monthly events that include the community will be included in each newsletter.

3. The Community Manager will provide updates and information to be published as required.
4. Each newsletter will contain the roster of the SWCA board of directors and contact data for the community manager.
5. Publish a monthly SWCA newsletter by the 5<sup>th</sup> business day of each calendar month, distribute it electronically and post it on the SWCA website.
6. Community channel standards. Channels 102 and 103.

**Type of Content:** The community channels can accept videos, single page PDF or Word documents, photos, and audio content. The content must be in a format that can be easily uploaded to the channels.

**Content Requirements:**

1. No content is permitted that is political in nature or constitutes a solicitation.
2. Content may not contain any vulgarities.
3. Content must be educational, instructional, or informational.
4. Content must be appropriate for our community.

**Approval Required:** Approval is required by the Chairs of the Communication committee, the Technology committee, and the President of the SWCA Board.