

CHARTER FOR THE COMMUNITY RELATIONS COMMITTEE - (Inactive)

AUTHORIZATION

The Community Relations Committee is established by the Board of Directors (The Board) under ARTICLE V, Section 2, of the Bylaws of the Heritage Harbour Community Association (the Association) on April 12, 2005 and will serve at the pleasure of the Board.

PURPOSE

The Board requires the support of the Community Relations Committee to enhance the residents' and the public's image of Heritage Harbour as a Great Place to Live.

SCOPE

The scope of the Community Relations Committee encompasses the community and public communications media and organizations.

PRIMARY FUNCTIONS

The primary functions of the Committee are:

- To provide information to residents of the community regarding the facilities, functions and activities.
- To seek opportunities for providing information to public communications media that will enhance the Heritage Harbour public image. However, in that Heritage Harbour functions and activities are generally closed to the public, the Committee shall be careful that information to the public media may not be construed as invitations to the general public.

SPECIALIZED FUNCTIONS

The Committee has the following specialized function:

- Maintain the Heritage Harbour brochure to assure that it remains current and complete.
- Post information about residents and community activities on the Lodge bulletin board.
- Prepare articles about residents and community activities for publication in *Harbour Lights*.
- Maintain the information contained in the Association's web site.

Heritage Harbour Community Association

COORDINATION

The Committee shall coordinate its activities with the General Manager, *Harbour Lights*, Heritage Harbour TV, and other organizations of the community, as needed.

MEMBERSHIP

The Committee shall have:

- A chairperson committed to the effective functioning of the committee appointed by the President in consultation with the Board of Directors and can be suggested by the committee.
- At least one other member to be selected by the chairperson.

The Committee shall adopt committee rules that define its officers, terms of office, election procedures, and membership procedures and file these rules in the Association office.

MEETINGS

Meetings of the Committee shall be open to all Association members and be advertised in Harbour Lights, on the Heritage Harbour television channel, or by some other appropriate means. The Committee shall provide records of its activities for inclusion in the Association's records. These records shall be maintained in accordance with the Association's Record Control Schedule.