

CHARTER FOR TV CHANNEL-WEBSITE COMMITTEE

AUTHORIZATION

The TV Channel-Website Committee is established by the Board of Directors under ARTICLE V, Section 2(g), of the By-Laws of the Heritage Harbour Community Association (HHCA) on July 11, 2012, and will serve at the pleasure of the Board.

PURPOSE

The Board of Directors requires the support of the TV Channel-Website Committee in the development, maintenance, operation, and improvement of the Heritage Harbour TV channel and website.

The missions of the committee are to:

- Display messages of community interest on a continuing basis on the TV channel and provide a message board on the website.
- Transmit over the TV channel and place on the website recorded events and/or activities conducted/presented at the Lodge in Heritage Harbour or other suitable locations. Such meetings or events shall be of primary interest to Heritage Harbour residents.

Note:

Web page content is placed on the web by the registered group's web page administrator. Association documents and information from chartered committees other than the message board are placed on the website by the Lodge office.

SCOPE

The TV channel originates in the studio at the HHCA Lodge. It provides the community with a 24-hour per day service, including time, date, weather information, announcements of community interest, and recorded programs.

The website is hosted at a remote site and is accessed via the internet. The website provides information for the general public about Heritage Harbour and contains a password protected resident only area for information pertaining to events, documents, budgets, etc., for members of the Heritage Harbour Community Association.

Provide a Classified Advertising program on the website for and by the residents.

The TV Channel-Website Committee uses, operates, and maintains the TV studio and all related equipment to achieve the above-stated missions.

PRIMARY FUNCTIONS

The primary functions of the committee are:

- Operate the TV channel and website in accordance with the content guidelines.
- Manage all recorded productions in accordance with the attached content guidelines for the TV channel and website.
- Develop and recommend to the Board operating procedures for the use and operation of the studio, equipment, and the TV channel and website.
- Develop budgets for the maintenance, operation, and development of the TV channel and website and present to the General Manager for review by the Budget Review Committee.
- Recommend and justify capital improvement projects to the General Manager and the Board of Directors.
- Make recommendations to the General Manager regarding projects within its area of cognizance.
- Monitor the performance of the television cable companies as it applies to the TV channel.
- Monitor the performance of the website host that serves Heritage Harbour.
- Advise and give recommendations to the Board concerning the performance of the General Manager relative to the TV channel and website.
- Provide assistance to the General Manager and the Board of Directors relative to the TV channel and website, as requested by either the Board or the General Manager.

SPECIALIZED FUNCTIONS

The committee has the following specialized functions:

- Develop and conduct indoctrination and training sessions for TV Channel-Website members.
- Provide training sessions for web page input personnel.
- Maintain an inventory of all equipment and materials.

COORDINATION

The committee shall coordinate with the Board of Directors the planning and implementation of all proposed and approved improvements and projects that might expend capital improvement, operational resources, or reserve for replacement resources. The committee shall coordinate its activities with the General Manager, Board Committees, and Registered Groups.

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 two other members to be selected by the chairperson.

MEETINGS

Meetings of the committee shall be open to all Association members and be advertised in *Harbour Lights*, on the TV channel, or by some other appropriate means. The committee shall provide records of its activities for filing by the General Manager. These records shall be available for review by the Board of Directors or any Association member, and be passed on to successors.

GUIDELINES FOR CONTENT OF THE HERITAGE HARBOUR COMMUNITY ASSOCIATION TV CHANNEL – WEBSITE MESSAGES

Messages must be submitted on the approved form, which is available at the door to the studio and in the office.

A message may be accepted from any HHCA member¹ or the General Manager. In emergency situations the TV Channel and Website Committee may originate messages. Any accepted message shall be interesting to the general membership of HHCA and shall not be:

- Controversial,
- Confrontational,
- Commercial and/or,
- Promoting a highly partisan objective

The decision concerning acceptance of a questionable message shall be made by the TV Channel-Website Committee Chair, in consultation with the committee. The Committee's decision may be appealed to the Board of Directors.

GUIDELINES FOR CONTENT OF THE HERITAGE HARBOUR COMMUNITY ASSOCIATION TV CHANNEL - WEBSITE RECORDED PROGRAMS

All recorded programs shall be suitable for viewing by residents of the community. The program shall be interesting to the general membership of HHCA and shall not be:

- Controversial,
- Confrontational,
- Commercial and/or,
- Promoting a highly partisan objective

The decision concerning suitability shall be made by the TV Channel-Website Chair, in consultation with the committee. The Committee's decision may be appealed to the Board of Directors.

¹ HHCA members are Class A and Recreational members.