

Glenmore Community Association Community Engagement Committee Charter

I. Purpose:

The purpose of the **Community Engagement Committee** is to advise the Board of Directors with respect to the achievement of effective communication and engagement with and among the owners and residents as prescribed by, but not limited, to provisions of the Virginia Property Owners Association Act, § 55-510.2

II. Responsibilities:

The **Community Engagement Committee** is to advise the Board of Directors on issues and method, means of communication and engagement with the members of Glenmore Community Association.

In accomplishing this goal, the Board of Directors shall assign the tasks from time to time, which may include but not be limited to those provided below. The Committee may also make recommendations to the Board of Directors that are pertinent to the Committee's area of responsibility, independent of any task assignment by the Board.

A. Communications Functions

Including but not limited to

- Provide the Board of Directors with policy recommendations regarding the Association's newsletter, including such issues as format, content, advertising and electronic dissemination;
- Provide recommendations to the Board of Directors with respect to the format, content and updating of the Association's website
- Recommend other information dissemination vehicles, as appropriate, to promote effective communications to and among the Association membership;
- Maintain a directory of association members and other community residents, including household demographics and interests
- Distribute a welcome packet to all new residents of the community.
- In conjunction with the various BOD and Committees, coordinate the preparation and dissemination of communications for community events, such as Annual Meetings, social and recreational activities, etc.
- Work with internal (Equestrian Center and Glenmore Country Club) and external (elected and appointed officials and Committees, area General Assembly delegation, developers and realtors) entities on issues of mutual interest or concern.
- Provide recommendations for expenses in the Committee's area of jurisdiction to be considered for inclusion in the Association's annual operating budget.

B. Engagement

Including but not limited to

- Provide the Board of Directors with policy recommendations regarding the Association's on-going efforts and new initiatives to engage residents in activities and events to strengthen community *esprit de corp*.
- Working with internal and external entities, as appropriate, develop and present to the Board of Directors for approval a calendar of community wide social events, programs, and annual calendar including but not limited to:
 - Develop, maintain and distribute a 'welcome packet' for new residents.
 - Host with Glenmore Country Club bi-annual new homeowners/residents reception.
 - Host an annual Volunteer Recognition Reception

III. Committee Organization and Appointment

The GCA Board shall appoint the Chairperson of the Committee.

Chairperson of the Committee will serve as the Editor of and coordinate the dissemination of all GCA communications.

The Committee shall consist of at least two members in good standing of the Glenmore Community. Additional members of the Committee are submitted by the Community Engagement Committee Chair and approved by the Board of Directors.

The GCA president shall serve as an *ex-officio* member of the Committee.

The Committee shall meet quarterly. The Chairperson, or his or her designee, shall be responsible for chairing meetings of the Committee, recording accurate minutes of the Committee's meetings and submitting them to the Board of Directors in a timely manner.

Removal and Dissolution. The Board of Directors may remove any committee member, including the chairperson, at any time, without cause. Such removal may be immediate, at the Board's sole discretion.

VI. Relationship with the GCA Board:

In the interest of ensuring strong communications between the Board of Directors and the Community Engagement Committee, it is expected that the committee Chairperson, or his or her designee will attend each regularly scheduled business meeting of the Board of Directors or, in lieu thereof, to submit a written report to the Board in advance of the Board meeting.

The Committee Chairperson will present Committee recommendations, update the Board on the status of pending Committee tasks, request assistance from the Board as needed and answer any questions the Board may have regarding Committee assignments.

DRAFT: February 13, 2017

Approval Date:

Any Committee recommendations that require formal Board action should be submitted in advance of the Board meeting for inclusion in the meeting agenda.

The GCA president will have final approval of all GCA communications.

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