

Regency Communities WEBSITE COMMITTEE CHARTER

I. Purpose The primary function of the Website Committee is to maintain and contribute to the neighborhood website and ensure important and interesting information is posted for Regency Communities residents.

II. Organization The Committee shall be comprised of at least one member, whom shall be resident of Regency Communities. The preferable number of members is three. Each member must be appointed by the Board.

III. Term of Office Committee Members shall serve for one year, subject to renewal by mutual agreement of the member and the Board. Each term begins on the 1st of November.

IV. Meetings The Committee shall meet on a quarterly basis at minimum or more frequently as circumstances required. E-mail meetings are acceptable if in-person meetings are not conducive for the committee.

V. Responsibilities and Duties To fulfill its responsibilities and duties, the Committee shall adhere to the following:

1. The members' duties shall be to:

1. Ensure committee activities, actions, recommendations, and expenditures have the best interests of all residents in mind.
2. Ensure the website and other HOA communication is focused on HOA matters and avoids scope-creep.
3. Appoint a chairperson who will communicate with the Board liaison to apprise him or her of all committee meetings, suggestions, feedback, questions, or requests.
4. Provide the Board with continuing suggestions on ways to improve and grow the neighborhood website.
5. Gain Board approval before any changes in content or layout of the website occur.

2. The chairperson and the member shall NOT have the right to:

1. Enter into contracts which bind the association.
2. Communicate mass e-mails, fliers, website posts, etc. that were not first submitted to and approved by the Board of Directors. Communication will be filtered through the management office so as to maintain one main preferred communication list.
3. Create alternate methods of communication (which may exclude some members and/or cause confusion about which is the "official" method of communication).
4. Be reimbursed for any committee expenditures that:
 1. were not first approved by the Board of Directors.
 2. do not conform to this Committee Charter.
 3. do not conform to the association budget.
 4. were not submitted using the approved Committee Expenditure Reimbursement Form.
 5. did not include appropriate back up information (i.e. receipts, invoices, etc.).