

Community Services Associates Inc. (CSA)
Communications Committee
Charter 2019

1. Purpose:

- a. The Communication Committee shall operate in accordance with this charter. The committee will identify ways to improve communications and advise the CSA Board on its recommendations to create greater community awareness of CSA operations and achievements.
- b. Serve as a conduit between the various committee chairs and the community at large; help communicate the goals, actions and accomplishments of all Sea Pines committees.

2. Responsibilities:

- a. Collect and help disseminate updates on the activities of all CSA committees in order to promote public awareness and a greater understanding of CSA's current operations and future planned initiatives;
- b. Evaluate and recommend communication best practices related to the website, newsletter, weekly emails and other CSA communication pieces
- c. Provide general oversight of the results and impact of ongoing marketing and communications activities within CSA and report them to the CSA Board of Directors with recommendations.

3. Committee Membership:

- a. The committee shall consist of the committee chairmen from each standing CSA committee. The committee is chaired by a CSA Board Member as appointed by the CSA Chairman. Other members will include the: CSA President, Director of Safety and Security, Director of Maintenance, Director of Special Projects, Director of Communications and Director of Finance and Administration who will be non-voting members; property owners and others as deemed necessary by the Communications Committee Chairman;
- b. The term of the member's appointment shall be one year.

4. The Committee does not have the authority to:

- a. Authorize distributions;
- b. Approve or recommend to members: dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the corporations assets;
- c. Select, appoint, or remove directors or fill vacancies on the board or on any of its committees;
- d. Adopt, amend or repeal the articles or bylaws.

Approved by the CSA Board on March 26, 2019.

Carolyn Adams
Secretary, CSA Board of Directors