



THORNHILL COMMUNITY ASSOCIATION, INC.SM
c/o Superior Association Management, LLC

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Master Committee Charter (Communications)

Mission

The role of a Committee (“Committee”) is to assist the Thornhill Community Association, Inc. (“TCA” or “Association”) Board of Directors (“Board”) as described in the Committee Charter.

Committee Membership

A Committee is created by resolution of the Board. Committee membership is generally open to all TCA members who wish to participate. This notwithstanding, the Board may, in its discretion, reserve the right to appoint committee members by resolution or by delegating this authority to the Board liaison as circumstances and committee scope or requirements might suggest. The Committee shall consist of at least three (3) but not more than seven (7) community members.

Committee Leadership

A Committee will have one chairperson who shall be appointed by the Board or elected by the Committee members. A Committee may also designate one co-chairperson. The Chairperson will be responsible for all communications with the Board, scheduling meetings, drafting agendas, and creating periodic reports to the Board. The Chairperson may delegate this responsibility on a case-by-case basis to any Committee member. Every volunteer on a Committee has an equal right to express their opinions and ideas as how to best serve the interests of the community.

The Board will appoint a Board member to serve as a liaison to the Committee. The role of the liaison is to facilitate the Committee’s interaction with the Board, including placing items on the Board’s agenda, answering questions, and communicating recommendations.

Scope and Responsibilities

A Committee Mission defines the general scope of responsibilities that must guide the Committee in its work. From time to time, the Board may modify the Committee Mission or scope to better meet the needs of the Association. Committee chairs and members are encouraged to bring suggestions in this regard to the Board’s attention.



THORNHILL COMMUNITY ASSOCIATION, INC.™

The ongoing responsibilities of all Committees are as follows:

- Adhere to the mission, scope, and responsibilities set by the Board for the Committee
- Maintain archive of committee decisions and actions for TCA Google Drive
- Provide a committee report to the Board every month. This report should include all expenditures, actions, meeting minutes, and ongoing discussions, as well as any other items or discussions that may be of interest to the Board. A report should be provided monthly, even if it states that there was no committee activity that month. The committee report may be provided by email or in person, as determined by the Board liaison in consultation with the Committee Chairperson.
- Attend Board meetings at least as often as requested by the Board
- Immediately inform the Board of any concerns brought to the Committee from members.
- Prepare member communications as requested by the Board
- Assist the Board with annual budget planning including projects for reserve budget consideration
- Act with care and in the best interest of the community when considering budget expenditures. Seek revenue-producing or cost-cutting initiatives.
- Recruit and train new members as appropriate. New members must be approved by the Board.
- Make recommendations to the Board of any Committee members who should be removed from the committee due to lack of participation or other cause.
- Act in an open, friendly, considerate, and inclusive manner that positively represents Thornhill.

Any expenditure of TCA funds by a Committee must first be authorized by the Board. A Committee serves only in an advisory capacity, which can make only non-binding recommendations to the Board of Directors. These should be communicated through the Board liaison or Chairperson who will see that items are placed on the Board meeting agenda.

Communications

To assist a Committee in accomplishing its tasks, the Committee Chair will have reasonable access to the community's messaging tools. Requests to post messages via the TCA webpage, message boards or newsletter should be made to the Committee Board liaison prior to distribution so the message may be validated against any communications guidelines that have been adopted and approved by the Board.

Compliance

The following are requirements of all Committee members:

- No personal gain shall accrue from service on the Committee
- Committee members will avoid any conflict of interest, the appearance of any conflict of interest, and any breach of confidentiality in carrying out their duties.



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Communications Committee Charter

Recognizing that communication with members is essential to Thornhill Community Association, Inc., that the community has implemented a Communications Policy, and that communication options have changed over the years, the Board wishes to establish a Communications Committee to advise and assist it on matters related to ensuring that all members of the Association are kept informed of Thornhill business in a clear, timely and responsive way.

The members of the 2022-2023 Communications Committee are hereby affirmed or appointed:
TBD

Mission

The role of the Communications Committee (“Committee”) is to assist the Thornhill Community Association, Inc. (“TCA” or “Association”) Board of Directors (“Board”) by developing, circulating and maintaining information and communication tools in Thornhill; to suggest improvements, enhancements and projects for the Board to consider; and to assist the Board in reviewing various proposals and contracts. The Committee will work in conjunction with the Property Manager and vendors to oversee and monitor the community’s communication channels, resolve issues that may arise and implement projects approved by the Board.

The ongoing responsibilities of the Communications Committee are as follows:

- Oversee the official TCA website (thornhillnc.net) and promote signup
- Produce a quarterly, online Thornhill newsletter
- Maintain the community email listserv and pursue full community participation
- Distribute information to members via community message boards and Street Captains
- Serve as point of contact for community-themed social media pages, such as Facebook
- Adhere to TCA graphic standards, including use of the Thornhill name, logo, service mark

The objectives of the 2022-2023 Communications Committee are as follows:

- Transition the TCA website to a robust, user-friendly platform
- Update content and recommend links/tools for greater website functionality
- Create single website-based user database/listserv and credential management plan
- Determine how best to archive the community website
- Suggest regular and seasonal content for newsletter
- Develop communications plan for CCR Amendment balloting, Round 2