

GRAYHAWK COMMUNITY ASSOCIATION COMMUNICATIONS COMMITTEE CHARTER

Statement of Intent and Objectives

This committee is established to interface with the Board of Directors and the Grayhawk Community Association management staff for the purpose of providing organized volunteer efforts on behalf of the association. The purpose of this committee is to assist the Board of Directors in informing residents of the purpose and function of the Grayhawk Community Association, and its activities and events toward the larger goal of inter- and intra-community relationship building.

Membership

Membership on the committee shall be limited to homeowners who are in good standing with the association. The number of committee members shall not exceed seven.

Committee Responsibilities

The Committee shall:

1. Serves as instrument for communications between all committees, The Grayhawk Community Association Board of Directors, and The Grayhawk Retreat Village Board of Directors to all residents,
 - a. Work with the other committees to coordinate the announcement of community functions and important notices.
2. Grayhawk Flight.
 - a. Provide advice and support for editorial and content functions
 - b. Assist in managing the timely publication schedule including the promotion of contributions and submissions.
3. Website
 - a. Assist in layout, design, and content strategy for the grayhawkcommunity.org web site.
 - b. Provide periodic reviews of the function and usability for community residents.
 - c. Provide advice for staff interface with web master, designer, and platform agency.
4. Other Media
 - a. Provide advice and support for The Buzz, web site, notices for the mailboxes, and weekly community updates/e-mails regarding pertinent community information.
 - b. To organize and facilitate community function by contributing to the creation of appropriate forms (on-line and fillable) for all community procedures and processes.
 - c. To advise, create, and facilitate Social Media Content and Platforms to engage the community in activities, meeting participation, and alerts.

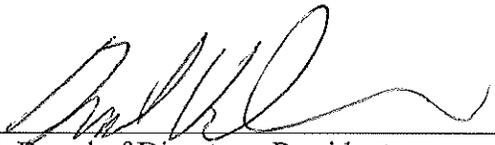
5. Annual Meeting
 - a. Provide advice and direction for the annual meeting program including media visuals, activities, and marketing of the event to all constituents.

6. Community Conversation
 - a. Offer support in creation and distribution of surveys on all community matters soliciting community input and opinion.
 - b. To assist with compiling and presenting results of such surveys for Board and committee use as well as communication to residents as appropriate.
 - c. Aid in development of an information and communication plan providing all residents with general plans, progress reports, and processes for all community wide projects.

7. To reflect the interests and desires of the Grayhawk community in all media channels.

8. Respond to other items as needed and requested from time to time by the Board of Directors.

The board of directors of the association may modify, reduce, expand, or supplement the duties of the committee charter above.



GCA Board of Directors, President

October 4, 2021

Date