Brookhaven Citizens Assembly
Communications Committee Charter
Mission Statement:
The goal of the committee is to keep residents informed about their neighborhood, activities, and events in the neighborhood and other items of interest which they deem appropriate and in the best interest of the entire Association. The method of communication through electronic newsletter and event publication should be positive and promote neighborhood spirit. The committee will also promote and facilitate discussion and updates made to the neighborhood website.

Purpose and Scope:
The Communications Committee serves in an advisory capacity to the **Brookhaven Citizens Assembly Board of Directors**. While it does not hold decision-making authority, the committee plays an important role in supporting the maintenance, functionality, and appeal of the neighborhood website through regular oversight, improvements, and constructive recommendations. The committee will also publish communications and content related to neighborhood events, and any other communications or content as directed by the Board of Directors or management company.

Responsibilities of the Committee:

1. **Maintain the Club at Brookhaven website:**
   Maintain security, online processes and forms, content, and data integrity of the site. Provide financial reconciliation assistance to the Board and management company via financial reports as needed.
2. **Report Issues:**
   Communicate any issues that impact homeowners' use of the site to the Board and management company.
3. **Provide Recommendations:**
   Offer suggestions to the Brookhaven Citizens Assembly Board of Directors for:
   - System or tool upgrades
   - Process and policy improvements
   - Website enhancements
4. **Encourage Resident Feedback:**
   Serve as a liaison between the Board and residents by gathering and sharing constructive feedback, and responding promptly to homeowner questions.
5. **Promote Website Usage:**
   Help promote use of the website through friendly reminders of available content, resources, policies, and processes.
6. **Promote Community Engagement:**
   In coordination with the other Committees and the Board of Directors, promote community engagement via communications regarding events, announcements, and activities.

7. **Assist with Vendor Coordination (if requested):**
   When requested by the Board or management, assist in the research of vendors for maintenance, upgrades, or tool replacement.
8. **Propose Annual Budget:**
   Develop and submit a proposed **annual Communications budget** to the Brookhaven Citizens Assembly Board of Directors for review and consideration during the community's annual budgeting process.

Governance and Limitations:

- The Communications Committee operates **at the direction of the Brookhaven Citizens Assembly Board of Directors**.
- The committee's role is strictly **advisory**; it does **not** have the authority to make decisions or authorize spending on behalf of the Assembly.
- All recommendations and proposals made by the committee are subject to review and approval by the Board.

Membership and Meetings:

- Committee members must be Brookhaven homeowners in good standing and are required to agree and adhere to a Code of Conduct.
- A Chairperson will be appointed by the committee or designated by the Board to serve as the primary point of contact.
- Meetings should be held regularly, with meeting notes shared with the Board upon request.
- Meeting minutes and committee documents should be stored on the Club at Brookhaven Communications Committee shared drive in order to ensure document retention and smooth transition of documentation to future committee members.

Adoption and Review:

This charter is adopted by the Brookhaven Citizens Assembly Board of Directors and may be amended by the Board as needed. The committee is encouraged to review its goals and responsibilities annually to ensure alignment with the needs of the community.