

COMMUNICATION HUB COMMITTEE CHARTER

PURPOSE

- The purpose of the Communication HUB is to ensure the community is informed, engaged, and educated about news and events, as well as the needs and benefits of living in Oceana.
- Communications are coordinated to ensure community outreach is timely, accurate, and consistent, which contributes more to peace and harmony than just about anything else the board, committees, or management does.
- Cross communication will be achieved by working collectively with the HOA Board, association management, and all committees/clubs.

ORGANIZATION

The OCA Board of Directors shall appoint a Chairperson. This committee shall consist of no less than five members, the Chairperson and 4 people appointed by the Chairperson and approved by the BOD.

The committee is comprised of a core committee that meets on a regular basis (the hub of the wheel) and the extended committee that provides information and receives information (the spokes of the wheel).

The role of each committee member follows.

CORE COMMITTEE

Chairperson – the Chairperson is the main information coordinator for the committee. They receive the submissions, check the submissions for completeness, and work with committee contacts to complete the information as/if needed by the Communication Hub to distribute to the appropriate communication channels. The Chairperson also maintains a master calendar, prepares meeting agendas and runs the monthly meeting of the committee.

Secretary – the Secretary assists with getting complete information, assists with writing copy/content as needed, forwards the completed submissions through Hub with copy to the Chairperson. The Secretary also provides back-up for the Chairperson as needed and documents the notes of the committee meetings.

Website Coordinator – the Website Coordinator ensures website content is created/updated and posted for event and important information distribution, in a timely manner.

Print Coordinator – the Print Coordinator ensures physical printed material is created/updated for events and important information distribution.

Digital Coordinator – the Digital Coordinator assists with digital communications (such as the eBlasts) and ensures the production of TV/Zoom/YouTube videos is available where applicable and in a timely manner.

EXTENDED COMMITTEE

Committee Assistant – the office employee assigned to the Communication HUB attends the monthly meeting, provides administrative support, as needed, and ensures the necessary information flows back and forth from the office to the Communication HUB.

Committee/Clubs Contacts - all community committees and clubs may select a contact person who communicates back and forth to the Communication HUB, as needed, but they do not need to attend the monthly meeting, unless necessary, or they choose to attend.

Communication Channels – any other part of the association that receives and produces the digital or print communications to the residents. They do not need to attend the monthly meeting unless requested or they choose to attend.

RESPONSIBILITIES

The Communication HUB CORE Committee will be responsible for the quality, accuracy and distribution of information that needs to be disseminated to community residents to all applicable communication channels.


Each month the HUB CORE committee will meet to review submissions status, document production deadlines, and discuss any improvements to the process.

As needed, the committee will evaluate and recommend solutions to help with current or future communications.

Any community committee/club and community management can submit the form that outlines an event/important information to be disseminated, etc. The Communication HUB chair assigns the work requested to the appropriate committee members and, when work by the committee is completed it is forwarded to the appropriate communications channel.

The HUB will produce, support, and enhance a Communication Services Kit to provide communication services to the association (elements can include, but not limited to, items such as submission form, assistance in writing copy/content, and processing information for distribution).

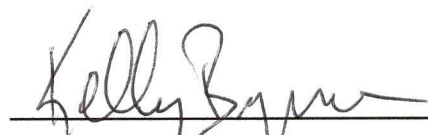
Signed By



Lynn Leszczynski, Chair

Approved On 07/27/2022

Approved By



Kelly Byrne, Board President