

THE ALGONQUIN ASSOCIATION
COMMUNICATIONS COMMITTEE CHARTER
Approved in Principle 06-23-2026 Subject to Revision of Bylaws

AUTHORIZATION

The Communications Committee of The Algonquin Association is governed by The Algonquin Association Board of Directors (the “Board”) under Section X.X.X of the Algonquin Association Bylaws as Amended and Restated in YYYY2026. The Committee members shall be accepted by the Board from qualified volunteers, as defined below, and shall serve at the pleasure of the Board.

PURPOSE

The Committee is responsible for assisting the Board in preparing a newsletter for the Algonquin House residents, administering and maintaining the website, and providing other means of communication, internal as well as external.

FUNCTIONS AND RESPONSIBILITIES

1. Produces a monthly newsletter and distributes it to the Algonquin House residents.
2. Posts to the residents’ section of the website on an ongoing basis the monthly newsletter, Board minutes and current lists of committee members.
3. Posts to the residents’ section of the website the most recent twelve months of Board Meeting packages.
4. Maintains in the residents’ section historical copies of the newsletter, condo documents, Board minutes, annual audits, capital reserve studies and other historical documents, as requested by the Board.
5. Maintains the graphics, content, FAQs, photos, and buyer information on the public section of the website.
6. Produces and updates as needed a welcome flyer for incoming residents.
7. Develops and updates as needed an informational brochure for local realtors.
8. Provides a verbal report of its activities at each monthly meeting of the Association, as applicable.
9. Presents a written report of the year’s activities at each Annual Meeting of the Association.
10. Performs such other tasks as requested by the Board of Directors.

ORGANIZATION

Membership

Inclusion: Any Algonquin Association residents in good standing and their resident family members over the age of 18 are eligible for membership on the Communications Committee.

Exclusion:.

1. Association members who are currently serving on the Association Board of Directors are not eligible for membership.

2. Committee members who subsequently become members not in good standing) are ineligible for membership.
3. A resident may not be a member of any other organization that would produce or could result in a conflict of interest unless such association is disclosed to the Committee and the Board, and the resident agrees to recuse him/herself from voting on any matter involving a potential conflict of interest.

COMMITTEE COMPOSITION

Size:

The recommended range is seven (7) to nine (9) persons. Records must be kept of the Communications Committee members accepted by the Board to serve on the Committee so that a quorum may be determined; a quorum of the Committee membership shall be one more than half of the current standing membership of the Committee. In the absence of a quorum, the lack of members shall not prevent the remaining standing members from meeting and conducting Committee business, except that no formal action may be taken at such a meeting.

Standing Officers:

1. Chairperson or co-chairpersons, appointed annually by the Board in December. A Chair or Co-Chair position on the committee is restricted to a person who is a member of the Association.
2. Either the Chair or one of the co-chairs may serve as Secretary, should this be the decision of the Committee, which must be done annually no later than January.
3. A member of the Board of Directors will serve as Board Liaison for communications purposes but will have no voting authority.

Membership Service and Selection

1. **Term of Service:**
 - a. Upon expression of interest by an eligible resident, that resident may be invited to participate and become a member. The new member is reported to the Board for acceptance at its next meeting. Committee membership is effective upon date of acceptance by the Board; acceptance connotes approval.
 - b. Committee members may serve indefinitely.
 - c. Committee officers may serve indefinitely.
2. **Replacement:** The Committee Chairperson may recommend to the President a replacement for any member who resigns or is terminated; it is understood that this recommendation is made with the consensus of approval by the standing members of the Committee. This recommendation may be accepted by the President but must be ratified by the Board at its next meeting.
3. **Solicitation:** Vacancy announcements will be published in October if/as needed; however, committee members may be added at other times during the year, as needed.

Meetings and Minutes:

1. The Committee may meet on an as-needed basis.

2. The Secretary shall prepare records of any significant decisions to aid in preparation of the annual report to the membership.
3. Meetings of the Committee shall be noticed as required by the Virginia Condominium Act and open to all residents.
4. Meetings shall be held in a common area of the Algonquin House and shall not be held in a private residence.
5. Meetings shall include a Homeowners Forum for owner comments.

Reporting:

Reports and recommendations are reported via the Chair/Co-Chair or other designee.

This charter is open to revision with Board approval. If the Communications Committee determines that a revision of this charter will benefit the Committee and/or the Association, a written recommendation should be submitted to Management for Board review and approval.

Charter approved by The Algonquin Association Board of Directors, (Date).