

TELLICO VILLAGE
PROPERTY OWNERS ASSOCIATION
COMMUNICATIONS ADVISORY COMMITTEE CHARTER

I. AUTHORITY/REPORTING RELATIONSHIP

- Article VI of the By-Laws of the Tellico Village Property Owners Association, Inc. (the TVPOA).
- Reports to the Marketing Communications Director.
- Operates within TVPOA Board's annual objectives and departmental goals.

II. PURPOSE

- The Communications Advisory Committee provides strategic counsel to the Marketing Communications Director.
- Provides assistance/support to the Marketing Communications Director in the performance of her/his duties as directed by her/him. Acts as additional resource as requested.
- Carries out special studies/projects at the direction of the Marketing Communications Director.
- Identifies and informs the Marketing Communications Director and/or TVPOA Board (the Board) of potential material issues affecting Tellico Village.
- Serves as a liaison between the community and other Advisory Committees and the Department that it supports.

III. APPOINTMENT

- A. Committee members shall be TVPOA members in good standing or persons residing within the communities and other areas surrounding Tellico Village and shall be appointed by the Board.
- B. Committee terms shall normally be for three years commencing on the first day of January following their appointment, with approximately one-third of the members appointed each year.
- C. Vacancies on the Committee shall be filled by the Board for the remainder of the departing Committee member's term.

IV. DUTIES

- A. Within the scope of its responsibilities, monitor issues and analyze concerns of the community keeping the Marketing Communications Director informed of same. Provide feedback to the community and the Board as directed by the Marketing Communications Director.

- B. Augment the knowledge, skills and resources of the Communications Department as requested. Provide additional perspective to the Department.
- C. Evaluate plans/programs and make recommendations as appropriate in the following areas:
 - Member Communications and Tellico Village Broadcasting.
 - Community outreach.
 - Print and electronic media for TVPOA.
 - Encouraging involvement and improving relations with Members.
 - Providing assistance to other Advisory Committees on communication issues.
 - Welcome Center Support
 - Development of communications programs with significant impact on Tellico Village.
- D. Take on projects as assigned by the Marketing Communications Director acting as additional technical expertise and resource. Advise and suggest appropriate courses of action.
- E. Serve as a consultant to the Marketing Communications Director in areas of expertise.
- F. Coordinate with other Advisory Committees in the accomplishment of goals and objectives. Each member will serve as a liaison to another Advisory Committee so as to gather and disseminate information.
- G. Perform other duties at the discretion of and as directed by the Marketing Communications Director.

V. COMMITTEE STRUCTURE

- A. The Committee shall consist of no fewer than three (3) and no more than seven (7) voting members, the number of which shall be determined by the Marketing Communications Director annually prior to the appointment of new members by the Board. The Committee shall, by majority vote, elect a Chairperson and Vice Chairperson for a term of office expiring at the end of the year for which the officer is elected to serve.
- B. A quorum, which shall be a majority of the voting Committee members, is required for an official meeting of the Committee. Actions of the Committee require a majority of voting members present.
- C. A TVPOA Board member may serve as liaison to the Committee. For coordination, the Marketing Communications Director and the Board Liaison shall

serve as non-voting *ex-officio* members. Other non-voting *ex-officio* members shall serve as the Board deems necessary.

- D. The Committee may utilize subcommittees as needed in achieving its goals and shall oversee the operation of such subcommittees. Except as provided in Subsection V(E) below, subcommittees shall be comprised entirely of Committee members.
- E. The Committee may also utilize *ad hoc* committees as needed to achieve its goals. *Ad hoc* committee members may consist of both members and non-members of the Committee as recommended by the Marketing Communications Director and approved by the Board. Except as provided in this subsection, no other *ad hoc* committees may be appointed by the Committee without the Board's prior approval of the new *ad hoc* committee's purpose, term and membership.

VI. LIMITATIONS

- A. The Committee is not a governing body. As such, it shall not independently formulate and implement policy, issue directives, exercise approval authority or assume a superior position to the Marketing Communications Director.
- B. The Committee shall not serve as a check on, evaluator or perform oversight of managerial authority/performance.
- C. The Committee shall not act independently or outside the scope of its responsibility nor shall it act contrary to established Board and Departmental goals.
- D. The Committee shall not supervise, hire, fire or discipline employees of TVPOA.
- E. The Committee shall not negotiate or contract with third parties, nor shall it incur unauthorized expenses on behalf of TVPOA or otherwise obligate or commit funds of the TVPOA.
- F. The Committee shall maintain the confidentiality of all proprietary information of the TVPOA or furnished to the TVPOA.

VII. MEETINGS

- A. Regular Committee meetings will be held monthly on an announced basis and are open to TVPOA members.

- B. Special meetings may be held at the discretion of the Committee and will be open to all TVPOA members unless the purpose of the meeting is to discuss personnel, litigation, contract negotiations or sensitive matters regarding TVPOA members. The Committee is encouraged to give notice of special meetings.
- C. Workshops may be held at the discretion of the Committee. As these are working sessions for Committee members, they are not necessarily open to TVPOA members unless the Committee Chair and the Marketing Communications Director feel that such input is useful to the objective being worked on.

VIII. DISPUTE RESOLUTION

Should disagreements arise between an Advisory Committee and the functional department that it serves, the proper sequence of resolution is as follows:

1. Discussion between the Advisory Committee Chair and the Marketing Communications Director.
2. Elevation of the disagreement to the TVPOA General Manager.
3. Elevation of the disagreement to the Board for final and binding resolution.

IX. REPORTS

The Committee will be expected to furnish an oral report at Board meetings, when requested, which shall include any Board action requested by the Committee.

Minutes of Committee meetings shall be maintained and furnished to the Board on a timely basis.

APPROVED BY THE TVPOA BOARD OF DIRECTORS: 12/19/18