

Kingstream Community Council Outreach Committee Charter

Article V of the Kingstream Community Council (KCC) Declaration of Covenants, Conditions, and Restrictions authorizes the KCC Board of Directors to adopt rules and regulations on community matters. The Board of Directors adopts the following committee charter to outline the roles and responsibilities of the Outreach Charter:

Purpose:

The purpose of this Committee is to support the board as a liaison to the community through existing media and report community member's perspective to the Board of Directors as an aide in providing a more vibrant residence experience. The Committee will welcome new residents and thank former residents to our community and organize neighbor-hood level social activities (such as the Community Clean up and Holiday Decorating contests) aimed to bring neighbors into a friendly community environment. Finally, the Outreach Committee will contribute communications from the HOA to all KCC Residents to help foster an informed understanding between the Board and the KCC Residents of the current events and practices.

Members:

Any Kingstream resident in good standing may volunteer to serve on the Committee. The Board shall appoint a board representative as Chair and Committee members annually. The Board may remove or replace Committee members at any time. The Committee shall consist of at least one and no more than five members. The Committee chairperson shall act as a liaison with the Board and property manager.

Committee members shall not receive compensation, but they will be reimbursed for expenses incurred in the performance of their duties. Committee members shall serve in the best interest of the Kingstream community. Committee members have certain duties to perform, but their position does not give them special consideration, privileges, or voting rights. Every volunteer on the Committee has an equal right to express their opinions and ideas as how to best serve the interests of the community.

Meetings:

The Committee shall meet, as necessary, to plan, discuss, and determine what tasks are necessary to maintain KCC community Outreach. Committee Meeting dates shall be published at least one week in prior to the scheduled date, and open for KCC homeowners to attend. Minutes shall be taken at the meeting, provided to the board and property manager within 60 days and saved in the Association's books and records. Plans and recommendations shall be decided on by Committee vote. Any Committee vote that results in a tie will be determined to have failed.

Duties and Responsibilities:

1. **Coordination with Board and Community:** The Committee will actively seek opportunities to connect all residents. The Committee will solicit information from residents and Committees about their current events and any notifications relevant to the community.

2. **New Residents:**
 - **New Homeowners:** Provide a welcome package containing information about being a KCC homeowner. Review the welcome orientation and coordinate with all Committees annually to ensure that information provided is up to date and correct in handouts, the KCC webpage, and Facebook.
 - **New Renters:** No welcome package will be available for New Renters. Homeowners who have leased their residence will be encouraged to refer renters to the www.kccherndon.org for information about the Community.

3. **Current Residents:** Address and identify activities for current homeowners and renters to participate in or volunteer for to connect with the community.
 - **Community needs:** Community members are encouraged to use existing social media (e.g., Kingstream Next-door, Facebook), to request or seek information on individual or community needs, such as babysitters, landscapers, contractors, creating a meal train, mowing, etc.
 - **Frequently Asked Questions (FAQ):** Community members can access FAQ on KCC website. They can submit questions if they do not see the information they seek. The questions will be reviewed, and board approved answers will be posted in the FAQ.

4. **Former Residents:** Provide residents who are leaving our community with a thank you note, and a release form that permit KCC to keep their email in the contact, allowing them to stay connected to the community through emails, Facebook, or other means in the case they would like to participate in an activity or keep volunteering for other activities. Review practices annually at Annual Board Meeting.

5. **Maintain Community Information:** Provide information to the web developer, Facebook POC, and community Property Manager to keep sources current. Web presence will include the PDF versions of all Outreach/Orientation materials and answers to Frequently Asked Questions (FAQs).

6. **Activities:** Develop a community calendar for board approval. Ensure that all board approved activities are organized, promoted, and coordinated to the community using board approved media.

7. **Budget:** The board will approve a discretionary amount for the committee. The committee is to develop a budget for welcoming and farewell materials and activities. Also, the committee will prepare an annual report on those materials and activities; funds spent by event, including community participation for each event.

Adopted by the KCC Board of Directors _____
Date

_____ **KCC President,**