



The Point Owners' Association, Inc.

Communications Committee Guidelines

Enacted & Effective: January 20, 2015

1. **Purpose.** The Communications Committee (“Committee”) has been created by The Point Owners Association, Inc. (“POA”) Board of Directors (“Board”) and reports to the Board.
2. **Annual Review.** The Committee chair is responsible for ensuring that this document is reviewed by the Committee annually. The Board liaison to the Committee shall provide a short report to the Board for inclusion in the Board pre-read packet for the Board’s April regular meeting: (i) naming the Committee’s chair-elect, and (ii) clearly identifying any recommended edits (or that no edits are recommended) to be made to this document through this annual review process. Any recommended edits should be provided in a format that readily shows the recommended edits (e.g., a redline).
3. **Responsibilities.** The Committee is responsible for coordinating all aspects of our monthly neighborhood magazine, our POA website (<https://ThePointatLKN.com>) and developing and maintaining the tools and processes necessary to support other neighborhood communication needs.
4. **Committee Organization.**
 - a. The Committee shall consist of three to seven members, all of whom shall be unpaid volunteers.
 - b. The chair of the Committee shall be elected by the Committee members annually, which election will be reviewed and may be formalized by the official appointment of the chair by the Board. The Committee chair shall serve until his/her replacement is appointed. Except in extraordinary circumstances, the Board liaison to the Committee shall not serve as the Committee chair. The Board may remove a Committee chair at any time, with or without cause.
 - c. The Committee shall meet as frequently as the Committee chair deems necessary.
 - d. Minutes may be taken at all committee meetings (but there is no requirement to take minutes). A copy of any and all Committee meeting minutes must be timely sent to the Management Company.
5. **Relationship To The Board.**
 - a. A Board member shall be appointed annually to serve as the liaison between the Committee and the Board. The Board liaison is responsible for keeping the Board apprised of significant Committee activities.

- b. All contracts to be managed by the Committee shall be consistent with the contracts/signature authority policies and SOPs set forth in the POA's Governance Manual.
6. **Relationship To POA's Management Company.** The management company engaged by the Board ("Management Company") staff will provide administrative support to the Committee, including maintenance of contracts managed by the Committee and other Committee records and files and shall provide reasonable secretarial support to the operation of the Committee as reasonably requested.
7. **Record Retention.** The following types of paper and electronic documents pertaining to the operation of the Committee that need to be retained include:

Document Type	Where Stored	Retention Period
Agreements with communications tool vendors (e.g., neighborhood print magazine editor/publisher, website hosting company)	Paper execution copy (with original signatures) at Management Company. Electronic copy of execution copy in Association's Dropobox.com account	Duration of the agreement plus three years.
Documents and photographs/images used on the website.	Association's Dropbox.com account	The duration of time that the item is posted on the website, plus one year.
Routine administrative e-mails and other routine administrative communications and data, transient memoranda or notes, and unused or insignificant drafts or copies having limited and short-term value or usefulness.	n/a	Need not be maintained and can be destroyed at any time, unless subject to a legal hold.

Records that are no longer in active use may be archived, including being stored at one or more commercial off-site storage facility designed for the storage and prompt retrieval of archived records, as deemed appropriate by the Board of Directors from time to time.

Paper and electronic records of the POA that are maintained by a member of the Committee, should be promptly provided to the Committee Chair or deleted upon that Committee member's resignation or removal from the Committee, as directed by the Committee Chair.