

# **Communications Committee**

## **Roles and Goals**

Communication Committee is appointed and funded by the BOD to manage, maintain, and improve the flow of information to the residents and renters of Lee Plantation.

### **Communication Committee Roles**

- **Committee Chair** – Leads the team to achieve the goals of the committee.
- **Board Liaison** – Assigned to represent the BOD's initiatives and regulations. Fields requests & suggestions between the committee and the BOD for consideration.
- **Secretary** – Creates agendas and takes meeting minutes. Post necessary items on bulletin board in Clubhouse. Sends Agendas and Minutes to Webmaster for posting to LP Website.
- **WebMaster** – Responsible for updates to the LP Website with pertinent information relative to Lee Plantation. Keeps current BOD information & reports, Club and Committee information & reports, Documents and Forms, etc.
- **Welcome Committee** -- Maintains & updates Welcome Packets for new owners and renters. Distributes the packets in person to welcome all new owners and renters.
- **Newsletter** – Collects current information from HOA president, various clubs and committees and produces a monthly publication (bi-monthly in summer) to keep community informed. Newsletter calendar depicts dates and times for activities and events.
- **Directory** – Provides residents with names, contact information, birth dates and anniversaries for residents so they can communicate easily with each other.

### **Communication Committee Goals**

- The Communications Committee main goal is to create, update & distribute current information about Lee Plantation to Lee Plantation residents and renters.
- Keep residents & renters informed of events & activities, within the community and provide information to keep communication at a high level among residents.
- Strive to be a positive resource for our community by providing useful, timely information.
- Identify information that should be more formally distributed to residents/renters.
- Create, update, print, distribute yearly LP Directory with resident contact info.
- Create, update, print, distribute a Map depicting the layout of the community and who owns each home. This tool aids in locating a particular resident's location.
- Coordinate with Beautification Committee for Annual Photo Contest to choose cover picture for the Directory
- Contribute to the publication of the monthly Newsletter and Calendar.
- Create, keep current and coordinate the distribution of Welcome Packets to new owners and renters.
- Update and keep current the LP Website.
- Maintain current information flyers in Clubhouse lobby for residents and renters.