

## FMB Communications Committee Charter

### 1. Mission

The Communications Committee (CC) of the Facilities Management Board (FMB) exists to manage the internal and external communications needs of the FMB by facilitating communications between the FMB, Sea Pines unit owners and the Managing Agent.

### 2. Organization

- 2.1. The CC shall consist of an FMB member (acting as Chair of the committee) appointed by the President of the FMB, a representative from the Managing Agent (as a nonvoting ad hoc member), the Newsletter Editor and the Webmaster.
- 2.2. CC meetings shall be held on a regular basis or as required as determined by the committee Chair.
- 2.3. Members of the CC shall serve at the pleasure of the FMB until such time as the member resigns from the CC or is replaced by the FMB.

### 3. Responsibilities

- 3.1. Develop, oversee and maintain communication channels for dissemination of information to, and soliciting input from, the unit owners.
- 3.2. Develop, oversee and maintain an electronic channel for unit owners to communicate with the Managing Agent for purposes of notifying the Managing Agent about maintenance needs, filing variance requests and making general suggestions for improvements at Sea Pines.
- 3.3. Oversee and manage the content of the Sea Pines website with respect to both internal information for unit owners and the Sea Pines external public presence.
- 3.4. Oversee the production and distribution of the Sea Pines Newsletter.
- 3.5. Develop and execute an ongoing review process for all communications to the unit owners, including both ad hoc and recurring communications.
- 3.6. Develop, maintain and update a calendar for recurring communications to the unit owners.
- 3.7. Develop and implement a program to allow unit owners to remotely attend FMB meetings and committee meetings where appropriate.