



Communications Committee

ORIGIN

This is a Standing Committee established per Article VII, Section 3 of the MGCA By-Laws.

PURPOSE

To ensure effective communication between the MGCA Board of Managers, MGCA committees, and the MGCA Membership.

MEMBERSHIP

Per MGCA By-Laws, Article VII, Section Section 8, the committee “shall consist of at least two (2) Managers plus members of the Association as deemed appropriate by the committee chairperson.” This has been interpreted to mean that the committee must include at least two Managers, but that the Committee Chair need not be a Manager.

MEETINGS

Not specified in the By-Laws. Meetings are normally called by the committee chair on an as-needed basis.

RESPONSIBILITY

- Draft Member communication for distribution on behalf of the Board and its committees
- Draft and solicit articles for the Quarterly Newsletter for distribution and posting to the MGCA website.
- Update the MGCA website with relevant Member information and community activities.
- Coordinate with MGCA committees to convey relevant committee information to Members.
- Update the official Mt. Gretna website (mtgretna.com) with MGCA-sponsored summer activities.
- Work with the Executive Committee to develop and execute an MGCA communications plan/strategy.
- In conjunction with the Executive Committee, develop an emergency communications plan.
- Present (or submit) a committee report at each regular meeting of the Board of Managers

AUTHORITY

All communications are subject to review and approval by at least one member of the Executive Committee prior to distribution.

FUNDING/BUDGET

There is no specific budget allocation/line item for this committee. Funds associated with distribution of communications are allocated and dispersed from Administration Expenses. The Committee may make additional funding requests to the Board if needed.

The Committee Chair is responsible to ensure that expenditures do not exceed budgeted/allocated funds.

Dates:

Adoption: December 21, 2021

Revision:

Rescission: