

Sandia Heights Homeowners Association

Communications and Publications Committee Charter

1. Committee Status and Authority

The Communications and Publications Committee (CPC) is a standing committee of the Sandia Heights Homeowners Association (“Association”) established and authorized by the Board of Directors (“Board”).

The CPC operates under authority delegated by the Board and makes recommendations to the Board as appropriate.

2. Charter Adoption, History, and Review

This Charter was approved by the Board on **10th of June, 2026**. The Charter may be reviewed periodically and revised by the Board as necessary to ensure continued alignment with the Association’s communication needs.

3. Purpose

The purpose of the CPC is to support effective communications between the Association and Sandia Heights residents and to oversee public-facing materials published by or on behalf of the Association.

4. Membership and Composition

The CPC shall consist of:

- At least two (2) Board members appointed by the Board.
- Additional members may be appointed as appropriate by the Board.

The Board shall designate a Chair of the CPC.

5. Ongoing Roles and Responsibilities

The CPC performs the following ongoing responsibilities:

- Publishing an Association newsletter a minimum of six (6) times per year.
- Assuring that information on the Association website remains current.
- Updating and publishing the Annual Residents’ Guide and Directory.
- Providing oversight on advertising for Association publications.
- Creating or assisting with other communications to Association residents as needed.
- Promoting clarity and consistency in Association communications.
- Supporting effective communication channels used to distribute information to residents.
- Working with Association office staff and outside consultants, as necessary, to support these functions.

Additional Duties

The CPC may perform other duties related to Association communications as assigned by the Board.

6. Scope Limitations

The CPC does not independently establish Association policy, make binding decisions on behalf of the Association, or commit Association resources unless specifically authorized by the Board.

The CPC supports the preparation and distribution of Association communications but does not control official Board communications.

7. Reporting and Accountability

The CPC shall provide regular reports to the Board summarizing its activities, publications, and communications initiatives.

8. Board Oversight and Charter Amendments

The Board retains oversight of the CPC and may amend or revise this Charter as necessary.