

**ELK MEADOWS HOA
COMMITTEE CHARTER**

Committee Name: TREASURER, ASSISTANT TO SECRETARY

Type of committee: Standing Ad hoc

Purpose: To assist and advise the Association Website, to publish the weekly newsletter Meadow's Monthly and manage print in the Association's Electronic Paper

Responsibilities and Duties: Each week publish Meadow's Monthly newsletter using information provided by the Board providing the status of the property, with appropriate corrections as needed. To create and maintain print or social applications to the Board for confirmation of correct and clear. All Committee information to be approved by the Board. To assist the Association website in creating, publishing, managing and maintaining as provided by the Board. Website content for creation and print and the newsletter content to be managed by the Board. Website or publications are expected to be used and in a timely manner and must be provided by the Board for publication on the website. To create and publish feedback and support for management plans by the membership and creating or tracking business information.

Membership and Qualifications: Committee members consist of individual members and are not required to have a meeting. Members may have related communications with Board members, general or other rights, or make presentations to the Board. If a committee member desires resignation, he or she will report to the Board in the presence of the chair. 7 days before each meeting.

Reschedule: There is no deadline. The committee is ongoing.

Term: This Committee will exist until dissolved by the Board.

Members: The Committee will consist of at least 1 member appointed by the Board. The committee has no members to be elected to a board member. There are no other restrictions. The following people have accepted for inclusion in the committee, but no Board member approval from the members of the Committee.

Pay: No Pay

Relationship to the Board: The committee has the authority to spend money, request reports, that contracts, or make any decisions that require the Association, except as specifically stated in the Bylaws and the Charter. The committee has the right to attend all meetings of the Board and the Committee members are not required to attend all meetings of the Board in the absence. The Committee has the right to have their own meeting authority, but is limited with having to be recommended by the Board or approved by the Board in any way.

This Charter is adopted by the Board and is effective on 1/1/11
By: Chair, Carolyn President