

**SOUTH BAY COMMUNITY ASSOCIATION
BAY CLUB POLICIES AND PROCEDURES**

Policy #C.4.e

DATE APPROVED: 05-06-2016

SBCA COMMUNICATIONS COMMITTEE CHARTER

Purpose:

The purpose of the SBCA Communications Committee is to serve in an advisory capacity to the SBCA Board on all matters pertaining to communications.

RESPONSIBILITIES:

1. Develop and manage a process to enhance communications with SBCA membership.
2. Provide information on activities and benefits of belonging to SBCA current new members.
3. Perform other tasks related to communication as requested by the SBCA Board of Directors.

MEETINGS:

The committee shall meet at least monthly, but may meet on a more frequent basis to carry out the work of the committee. The committee will provide a summary to the SBCA Board following each meeting.