



Board of Trustees
COMMUNICATIONS COMMITTEE
CHARTER

Adopted October 2023

TYPE

The Communications Committee is a standing advisory committee.

PURPOSE

The Communications Committee is commissioned by the Highlands Council Board of Trustees and responsible for advising and/or participating in the developing, maintaining and evaluating of all community communications while helping to ensure they are in alignment with the Highlands Council mission and meeting the needs of the community.

MEMBERSHIP

The board of trustees will appoint the committee chair, who shall be a member of the board, and primary staff representative. The Communications Committee chair, in consultation with staff, shall appoint other members of the committee, which may include residents, tenants, volunteers, staff and other community members. Members serve an indefinite term, ending when they choose to resign from the committee, or they are removed from the committee by the board for such reasons as missing more than 2 (two) meetings in a 12-month period. The board may fill vacancies on the committee and may remove a member from the committee at any time without cause.

The Communications Committee shall be composed of a minimum of 3 (three) members and a maximum of 8 (eight) members, including at least one staff member and one board trustee. The committee is closed to non-members of the committee and the public, apart from guests invited by members of the committee.

AUTHORITY

The Communications Committee receives its authority from the board and its actions are subject to review and approval by the board. The committee has the authority to establish ad hoc groups from time to time as may be necessary.

RESPONSIBILITIES

The responsibilities of the Communications Committee may include the following:

- Providing guidance and direction on the development and implementation of communications strategies, including (but not limited to) Connections, the Weekly E-

News, social media, the blog and official website at issaquahhighlands.com, and all marketing materials/methods.

- Reviewing existing communication methods and ensuring their consistency with the Highlands Council mission
- Promoting marketing collaborations with external organizations
- Volunteering or providing other support for Highlands Council's day-to-day activities and communications
- Reporting its activities to the board at the regularly scheduled trustee meetings.
- Undertaking such other matters and reviewing such other issues as may be directed from time to time by the board of trustees

MEETINGS

The Communications Committee will meet on alternating months and more often as needed.

PERIODIC REVIEW

The Communications Committee will review and assess at least annually the adequacy of the committee charter and propose any changes to the board of trustees.

Adopted by the Highlands Council Board of Trustees Resolution

Dated: 10/2/2023

Signed: Anna Preyapongpisan

Secretary, Highlands Council Board of Trustees