

Chapter 12 – Section 12.11

COMMUNITY OUTREACH COMMITTEE

12.11.01 POLICY

References:

- (a) Florida Statute §617, Corporations Not for Profit of 2021
- (b) Florida Statute §720, Homeowners' Association of 2021
- (c) Second Amended and Restated By-Laws, Rotonda West Association, Inc., Article II, Section 11 of July 22, 2021
- (d) RWA Policy and Procedures, Form 12.0 Committee Authorization Resolution, Community Outreach Committee, Policy& Procedures Manual Chapter/Section 12.11.1 of April 22, 2021
- (e) RWA Policy and Procedures, Chapter 12, Section 12.00, Committees, Adopted, July 23, 2020, Effective August 1, 2020

A. The Rotonda West Association (RWA) is authorized by References (a) and (b) to organize according to the needs of the Association. The Board of Directors (BoD), by Reference (c) is authorized to establish committees to facilitate the overall operations of the Association.

B. A Non-Required Operating Standing Committee. By References (d) and (e), the Community Outreach Committee is hereby authorized as a Non-Required Operating Standing Committee to carry out the purposes stated in the Charter below.

C. Modifications of the Committee's Charter. The BoD has the option of modifying the Charter at any time. The Committee is authorized to make recommendations to the BoD as may reasonably be necessary to advance the interests of the RWA. The Committee shall review and update as necessary.

12.11.02 COMMUNITY OUTREACH CHARTER

Reference (a) RWA Policy and Procedures, Chapter 12, Section 12.00, Committees, Adopted July 23, 2020, Effective August 1, 2020

12.11.021 Purpose

The Community Outreach Committee (Committee) facilitates interaction among Rotonda West Association (RWA) members through the newsletter, "West Ways," planned social events, entertainment, informational programs, RWA public service announcements, local and municipal information, and much more designed to appeal to a broad cross-section of the

members. The intended result is improved neighborhood camaraderie, fellowship, and a sense of community.

12.11.022 Scope of Authority

12.11.0221 Policy

A. Reference (a) Paragraphs I and II

B. RWA Policies and Procedures for this Charter. The Chair and committee members shall adhere to the policies and procedures for authorization-adoption-reinstate forms, membership, structure, duties and responsibilities, meetings and communication, and authorization forms.

C. The Committee is advisory in nature. The authority lies with the RWA Board of Directors (BoD). The Committee has no expressed or implied power or authority. Committee members, including the chairperson or co-chairpersons (Chair), have no authority to advise homeowners, staff, contractors, or other personnel in the name of the RWA. Because the Committee serves to support the BoD, the Committee is entirely subject to the needs of the BoD.

12.11.0222 Committee Membership and Structure

A. Reference (a), Paragraph III

B. Structure.

1. The Committee shall, at its first meeting of each calendar year, elect a Chair from among its members. The Board of Directors shall ratify the Chair.

2. The Committee membership is variable in size and shall not consist of fewer than three members.

3. Duration of Term. The Committee member will serve a term of at least one calendar year and may be reappointed with an unlimited number of reappointments.

4. Meeting Attendance. The Committee member can have no more than three unexcused absences per term.

5. Any committee member may resign at any time by notifying the President of the BoD or Secretary of the Association in writing. A resignation is deemed effective immediately upon notice unless otherwise stated in the letter of resignation.

12.11.0223 Committee Members' Duties and Responsibilities

A. Reference (a), Paragraph IV

B. Confidential Business. No committee member shall contact an outside source regarding the confidential business of the Committee and disseminate personal data to any outside agency, the general public, and other RWA members without the express written approval of the BoD.

12.11.0224 Committee Meetings and Communications

A. Reference (a), Paragraph V

B. Meeting Schedule.

Frequency: Month

Time: 10:00 am

Place: RWA Community Center, Rotonda Room, 646 Rotonda Circle, Rotonda West, Florida 33947

C. Quorum. The Committee shall conduct no business unless a quorum is present. The Committee is of variable size, a majority of the actual number of members before the start of the meeting, but no less than a majority shall constitute a quorum.

D. Meeting Minutes.

1. Properly recorded approved minutes shall be kept of each Committee meeting and reflect accurately all actions taken by the Committee. The minutes shall include the date, time, and location of the meeting and the Committee members present and absent. All Committee-approved minutes shall be in the standardized format, Form 12-03 Committee Minutes Template.

2. The Chair shall submit a copy of approved meeting minutes to the BoD and the Manager for distribution to BoD members and inclusion in the RWA member reading files and website. Within ten days of the approval of the minutes.

E. Agenda. The Chair is responsible for setting and maintaining the meeting agenda. The agenda must include time for member comments. The Committee Chair may recognize non-committee members during the meeting at their discretion. The agenda format is the same as the meeting minutes format.

12.11.023 Chairperson's or Co-Chairpersons' Role and Responsibilities

A. Assumes Principle Responsibility. Ensures that appropriate briefing materials are delivered, encourages full participation and discussion by Committee members, stimulates debate, facilitates consensus, and ensures that clarity regarding decisions is reached and duly recorded. Ensures an effective, productive working relationship between the Committee and management.

B. Schedules and Presides Over Monthly Meetings. Coordinates and prevents scheduling conflicts of events, meetings, and deadlines—inputs are scheduled on the RWA calendar.

C. Submits Requests and Reports on Committee Activities to the BoD.

1. Reports that the fulfillment by the Committee of its mandate and terms of reference and focuses on the provision of critical information and issues that the BoD requires to fulfill its overall governance responsibilities. Utilizes the required format, Form 12-03 Committee Report Template

2. Submits requests for approval of, but not limited to:

- | | |
|----------------|----------------------------|
| -Funding | -Events |
| -Entertainment | -Informational Programs |
| -West Ways | -Social Media News Release |

D. Executes Budget. Ensures expenditures and donations are executed within the guidelines of Federal, state, and local laws and RWA by-laws, policies, and procedures. Ensures adherence to the given annual budget and provides written accounting to the BoD.

E. Manages Inventory. Oversees the management, inventory, and inventory logs for supplies, equipment, and decorations. Committee members and event coordinators may take on this responsibility.

F. Maintains the Committee Master Binder. The Chair shall maintain a master binder that contains standard operating procedures required for the overall responsibilities and procedures of the position. Oversees and reviews the management of all standard operating procedures of each of the Committee's events.

G. Oversees Standard Operating Procedures (SoP). Oversees SoP manuals are created and in place for each event, RWA public service announcements, flyers, etc., and maintain a library in a common area for Committee access and use. (The main objective of the SOP is to ensure uniform and quality output while simultaneously reducing miscommunication and ambiguity.)

12.11.024 Committee's Role and Responsibilities

A. Past Events. Reviews past events for sustainability.

- B. Innovates. Brainstorm new ideas to attract RWA members to events.
- C. Executes Events. Individual members are encouraged to volunteer to be event coordinators and assist with the planning and executing events.
- D. Creates a Standard Operating Procedure for each event.

12.11.025 West Ways Newsletter

West Ways Newsletter is published monthly and is funded through the RWA budget.

12.11.0251 Purpose

A. West Ways is the official publication of the Rotonda West Association for the members of the association and should reflect the high standards expected of our association.

B. Each issue should contain:

- BOD news and proceedings
- Feature articles
- Community events and projects
- Announcements on community business
- Activities of RWA committees
- Activities of RWA clubs and organizations
- Human interest stories of community residents

12.11.0252 Editor's Responsibilities

- Consults with Community Outreach Chairperson.
- Assembles and maintains the staff of writers, photographers, and layout specialists.
- Plans the contents of each issue and develops a timeframe.
- Shares content plan and timeframe with Community Outreach Committee.
- Creates a factual, non-biased newsletter.
- Submits final draft to Community Outreach Committee and to the BoD members for approval before publication.
- Ensures that the deadline is met, and the final PDF copy is submitted to be distributed through the RWA website electronically.

12.11.026 Social Media

The Community Outreach Committee may utilize social media, such as Facebook, to provide residents with timely RWA information, events, and news updates. Only BoD-approved messages may be uploaded to any social media outlet.