

Tuscan Ridge Communication Task Force

Committee Description and Charter

June 04, 2022

The Tuscan Ridge Communication Task Force is a Committee. Committees are established and authorized by the Master Tuscan Ridge HOA Board. In order to establish this committee, a motion was presented by the Secretary of the Master HOA Board at the June 4, 2022, meeting to create a Tuscan Ridge Communication Task Force. Five members of the Board were present to vote in person. Three board members voted favorably, and two board members abstained from voting. As such, by majority vote of the Master Tuscan Ridge HOA Board, this committee was created.

The Communications committee is responsible for developing, updating, and monitoring the Tuscan Ridge Community communications policies, social networking, digital platforms, and electronic discussion groups, as well as recommending new ways for the Tuscan Ridge Community to communicate with its members and other interested parties through various methods of communication.

The committee is also responsible for regularly updating and marketing information about Tuscan Ridge Community activities, Board Meetings news, updates on the Tuscan Ridge Community, and other updates on current events impacting the HOA as well as monitoring and moderating the Tuscan Ridge Community communication.

The Communications Committee Chair is appointed by the President of the Master HOA Board. The Chair's term begins at the moment of appointment and continues for a two-year term. Upon completion of the Chair's term, the President of the Master HOA can elect to retain the existing Chair or appoint a new Chair.

The committee chair has the following responsibilities which can be accomplished by working with a Co-Chair:

1. Have a good working knowledge of social networking, the Tuscan Ridge Community marketing approach, design appropriate outreach methodologies to members, and have an awareness of good social networking protocols.
2. Assist team members with the Tuscan Ridge Community digital media in terms of creating new substantive content areas as well as developing procedures for obtaining and/or vetting substantive contributions from the Tuscan Ridge Community members.

3. Coordinating committee members to post materials on the Tuscan Ridge Community's webpage which serves as a home for area knowledge sharing for the HOA community.
4. Using the committee to communicate with the Tuscan Ridge Community regarding upcoming meetings, special projects and other topics relevant to the Tuscan Ridge Community.
5. The Chair of the Committee shall submit a status report to the Tuscan Ridge Community HOA Master Board to be included in the Monthly or Annual Meeting agenda as necessary.

Committee Features

- The Communication Task Force is a Committee.
- The Chair is appointed by the Master HOA President.
- The committee meets mostly via e-mail and telephone.
- The Committee is open to membership by any active member of the Tuscan Ridge community as vacancies become available.
- The Chair of the Tuscan Ridge community Communication Task Force will appoint a Co-Chair and Contributors to facilitate activities amongst the committee members.

Members as of March 2023, are as follows:

Tuscan Ridge Communication Task Force		
Member/Name	Communication Task Force	
DePasquale, John (JD)	Chair	Webmaster - Subject Matter Expert
Cerra, Melissa	Co-Chair	Admin/Moderator
Chappelle, Jason		Admin/Moderator
Volante, Jean		Admin/Moderator