



TITLE	MAKAHA SURFSIDE COMMUNICATIONS COMMITTEE CHARTER
DISTRIBUTION	Communications Committee Members
ISSUED BY	Communications Committee
APPROVED BY	Board President, Board Liaison
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REVISION DATE	

- Committee Chair: Jean Logan
- Committee Vice Chair and Subject Matter Expert: Marlana Bermoy
- Board Liaison: Kyaw ThaHla
- Committee Member: Meg Tatsukawa
Hoku Ke-a

The Communications Committee is a committee at Makaha Surfside that is responsible for developing protocols to facilitate and manage communications between different groups in the community. These groups include Owners/Residents, the Board of Directors, Approved Committees, and Operations Personnel.

- The key responsibilities of the Communications Committee are:
- Developing and maintaining the Makaha Surfside website (<http://makahasurfside.net>)
 - Publishing and disseminating information to the community through the website
 - Creating protocols for communications between Owners/Residents, the Board, Committees, and Operations Personnel
 - Tracking and monitoring communications taking place between these groups
 - The goal of the Communications Committee is to enable clear and organized information sharing between all stakeholders at Makaha Surfside.

MISSION AND VISION OBJECTIVES The mission of the Communications Committee is to oversee, track, and enhance communication between key groups in the Makaha Surfside community. To facilitate its mission, the Communications Committee is responsible for managing the Makaha Surfside website.

- These groups include:
- The Board of Directors
 - Makaha Surfside Operations
 - Owners and Residents
 - Approved Committees and their members (in the future)

The goals of the Communications Committee are to:

- Enable the free flow of information sharing, discussions, and deliberations on topics relevant to Owners/Residents
- Keep Owners/Residents informed on community matters through the website and other channels
- Create open communication channels between Owners/Residents, the Board, Operations, and Committees
- Monitor and continually improve communication processes within the community

By fulfilling these responsibilities, the Communications Committee aims to facilitate transparent, smooth, and effective communications between all stakeholders at Makaha Surfside.

ROLES AND RESPONSIBILITIES The roles and responsibilities of the Communications Committee to include the following:

Website Management

- Continuously develop and administer the Makaha Surfside website and its features
- Encourage and facilitate the use of digital communications for conducting organizational matters

Inform Owners/Residents

- Share updates on business activities at Makaha Surfside via the website
- Use the website as a forum for communication between Owners/Residents and Makaha Surfside leadership including the Board of Directors, Security, Maintenance, Office, etc.

Support Committees

- Maintain website pages for Authorized Committees

Training

- Develop and implement education for Owners/Residents on using and benefiting from the Makaha Surfside website

Membership

- Add committee members and subject matter experts as determined necessary

By carrying out these responsibilities, the Communications Committee aims to enable transparent, useful, and effective communications through the Makaha Surfside website and other digital channels.

RESOURCES

The Committee will determine as a Team, protocols, project priorities, goals, milestones and deadlines.