

Committee Charter

Pursuant to state statute (**Corp. Code §7210; Corp. Code §7212(c)**) and Article VIII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the Communications Committee and grants to the Committee authority specifically stated within the GRF governing documents and policies as granted by the BOD.

In accordance with Article VII Section I of the Bylaws, the committee chair and members shall be appointed by the GRF President and approved by action of the BOD.

1. PURPOSE:

Oversee the operations of the Communications Department.

Communications includes all activities coincident to the publication and/or electronic transmission of community information outlets, including but not limited to a newspaper, community guide, bus schedule, annual report, special publications, and calendar. Communications is also responsible for managing all advertising activities stemming from the production of the above, as well as from advertising and sponsorship activities for property and vehicles belonging to the Golden Rain Foundation.

2. DUTIES:

- 2.1.** This Standing Committee may operate as a separate entity but has a duty to work cooperatively with other Standing Committees when projects and responsibilities overlap.
- 2.2.** Publish an agenda four (4) days in advance of the Committee meeting.
- 2.3.** The Committee Chair shall, with the approval of the Committee, appoint a Vice Chair.
- 2.4.** Review bi-monthly staff report formats to be included in the agenda.
- 2.5.** Meet with the NEWS Department management bi-monthly or whenever such meetings are deemed necessary, unless cancelled by the chair.
- 2.6.** The publication of the Golden Rain LW Weekly and other communication media as may be approved by the Communications Committee or BOD.
- 2.7.** Review monthly budget comparison for cost centers 236 (Communications Department).
- 2.8.** Analyze requests for action emanating from the GRF BOD, Mutual Boards, Administration and Shareholder/Members.
- 2.9.** Originate and develop ideas, plans, and programs which are pertinent to these areas.
- 2.10.** Provide an initial approval and recommendation to the Finance Committee of the budget for cost center 236 (Communications Department), including Capital requests and upcoming Reserve replacements.

Committee Charter



- 2.11. Review policies for cost center 236 (Communications Department) every two years and send recommended changes to the BOD for approval; and
- 2.12. Furnish a report at the GRF annual meeting.

3. **LIMITATIONS:**

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity.

Regulatory or supervisory activities affecting employed personnel are functions of Management and not to be encroached upon by any Committee Chairperson or member, either individually or collectively.

The Committee does not have the authority to enter into written contracts or oral agreements with any third parties on behalf of the GRF BOD. Authority to authorize contracts and/or expenses rests solely with the BOD.

Document History

Adopted:	18 Jan 72	Amended:	21 Aug 73	Amended:	15 Dec 76
Amended:	19 Jun 90	Amended:	19 Mar 96	Amended:	27 Aug 13
Amended:	21 Jun 16	Amended:	18 Mar 17	Amended:	23 Jul 19
Amended:	27 Aug 19	Amended:	24 Sep 19	Amended:	24 Nov 20
Amended:	25 May 21	Amended:	17 Jun 22	Amended:	22 Nov 22

Keywords: Charter Communication Newspaper