Board-Owner Communication Committee Charter

COMMITTEE NAME: Board-Owner Communication Committee

PURPOSE: The committee is charged with assisting the Board with its duty to facilitate effective, two-way communication between the Board and the Co-op's member-owners ("owners").

STATUS: Standing

DUTIES: To fulfill its purpose, the Board-Owner Communication Committee is responsible for:

- maintaining a Board-owner communication plan for the Board and presenting recommended updates to this plan to the Board as needed for approval
  - planning the annual ownership meeting
  - advising the Board on priorities and approaches for communicating with owners, and upon Board request or approval:
    - planning events for directors and owners to interface
    - facilitating solicitation of owner feedback to understand owner opinions, values, expectations, and concerns; and
    - developing talking points for directors to use when communicating with owners and the broader community about sensitive issues.

CHAIR: A director confirmed by the Board.

COMMITTEE COMPOSITION: The committee shall be composed of 2-4 directors and up to 3-5 Participating Owners. Committee openings will be filled on a rolling basis, max number of directors should not exceed the number of Owners.

MEETINGS: The committee will meet once a month for an hour to an hour-and-a-half, or as needed.

BUDGET: The committee will require funds for the annual ownership meeting and the Board treasurer will prepare a yearly budget for Annual Meeting expenses as part of the Board budget. When funds in excess of the budgeted amount are required, the committee must receive approval from the Board treasurer and the General Manager before proceeding. The committee will also require paid Board administrative assistant time.

REPORTING TO THE BOARD: The committee chair is responsible for keeping the Board apprised of the committee's actions at each Board meeting next following a meeting of the committee. Committee meeting notes will be posted online and included in the upcoming Board meeting packet.

COMMITTEE EXPECTATIONS: Committee members are expected to:

- communicate any concerns they may have with committee process and/or culture promptly to the chair and/or to the committee as a whole; and
- attend committee meetings throughout the year and not miss more than 3 in a row, barring extenuating circumstances. If a member comes within one missed meeting of failing to meet these expectations, the chair shall notify them not less than 25 days in advance. If these expectations are not met, the chair shall convene with the member to discuss whether the member should remain on the committee. Non-Board committee members are also encouraged to attend at least 1 Board meeting a year.

Adopted as "Owner Engagement Committee Charter" December 9, 2014
Updated to "Board-Owner Communication Committee Charter" January 4, 2021
Last updated January 18, 2023