**The Marshall Townhouses Association, Inc.**

**The Publicity and Recreation Committee Charter**

Mission Statement**: The Publicity and Recreation Committee serves on behalf of the property owners of Marshall Townhouses to assist the Community Manager and the Board of Directors of our Association by researching, proposing and suggesting ways to continuously involve and inform members of community events, maintain public platforms used for announcements such as Newsletters, Fundraisers, marketing, and social media pages made on behalf of Marshall Townhouses for our property owners’ enjoyment.**

Membership: **The Committee shall consist of up to six persons, one Chairperson and five members. Membership on the Committee shall be limited to owners who are in good standing with the Association and their assessments. Committee members are appointed by the Board of Directors for a one year term. Committee members may be replaced at the discretion of the Board of Directors. Chairmanship may be appointed by the Board of Directors or elected by majority vote within the Committee and approved by the Board of Directors.**

**Committee's Purpose:** The Committee shall act to provide organized volunteer efforts with the Community's overall marketing, recreation, and publicity platforms and events/functions throughout the Community. The committee has the responsibility to advise and support the Community in ensuring members are aware of community changes, events, and functions used to enhance the community’s enjoyment. This will be accomplished by but not limited to the following actions:

* **The committee shall hold at a minimum of one quarterly meeting to address and report any changes to be included in quarterly newsletters/social media platforms. A quarterly summary of these meetings will be provided to the Community Manager to include any monthly reports.**
* **Maintaining records of business sold ad spaces and classified ads on a monthly basis to generate funds for community events. Submit records monthly to Community Manager for audit and accounting purposes.**
* **Generating quarterly Newsletter Drafts; meeting Deadlines and following a structured Newsletter release schedule.**
* **Maintaining a contract and/or payment system for businesses purchasing Ad space; maintaining relationships with those businesses**
* **Creating at least on recreational community event/function a quarter**
* **Review of homeowner suggestions *(regarding the communities’ Newsletter and/or event ideas).* Make suggestions to the Community Manager and the Board.**
* **Committee may review the annual budget and at the request of the Board may provide recommendations or suggestions to the annual budgetary reserves.**

**Removal and Dissolution:** The Board of Directors may remove any committee member, including the Chairperson, at any time, without cause. Such removal may be immediate, at the Board's sole discretion. The Board of Directors may disband this committee at any time, with or without cause. The committee may make recommendations to the Board of Directors regarding removal of committee members. A committee member may be removed, upon written notice from the committee Chairperson to the Board of Directors for failure to attend three consecutive meetings without notice or explanation.