

**Kirkwood Meadows Public Utilities District
BOARD OF DIRECTORS**

**COMMUNICATIONS COMMITTEE
CHARTER**

VISION: To communicate clearly, timely, and proactively to our customers.

MISSION: We provide our customers answers to common questions, District updates, and other information through various mechanisms (e.g., our website, newsletter, and personal communications) in accordance with our communications policies.

PURPOSE: The Communications Committee is established as a Standing Committee of the Board of Directors whose primary duties are to oversee communications with other governmental entities, non-governmental entities, and customers; and communications policies. The Committee reviews for recommendation to the Board communications policies as prepared by Staff. The Committee shall review and recommend policies and procedures consistent with current “best practices” for districts of similar size and complexity, when necessary.

MEMBERSHIP: The Communications Committee shall consist of up to seven members consisting of two Directors, and from one to five Community members.

The Committee may establish such subcommittees as it believes are necessary to fulfill its purpose.

MEMBERSHIP TERM: The term for the Board members shall be two years. The term for each of the Community members shall be for two years, and the Board may re-appoint Community members at the end of their terms based on interest and participation, and whether other qualified candidates have declared an interest to serve.

COMMITTEE CHAIR: One of the two Board members shall serve as Committee Chair. The Chair, or their designee, shall lead the Committee meetings and shall be the authorized liaison for requests and communications between the Committee and the Board and Staff.

MEETINGS: Meetings of the Communications Committee are subject to the *Brown Act* meeting and notice requirements. Subject to compliance with noticing requirements, the Committee shall meet as often as the Chair of the Committee deems necessary or desirable, but in no case, shall it meet less frequent than quarterly.

COMMITTEE RESPONSIBILITIES: The Committee shall keep itself fully informed concerning the District’s communications. The Committee shall review all aspects

of communications of the District and make recommendations to the Board and the General Manager. The Committee shall provide recommendations to the Board that are fiscally sound and supportive of the approved strategic plan(s) and priorities of the District. The Committee's primary responsibilities are as follows:

- **Oversee**
 - District communications policies;
 - customer surveys and other customer communications, as appropriate;
- **At least annually, review:**
Communications protocols and messaging;
- **At least every two years, review:**
 - the performance of the Communications Committee and the effectiveness and compliance with this Charter.