



BAREFOOT RESORT RESIDENTIAL ASSOCIATION

WEBSITE COMMITTEE CHARTER

WHEREAS, Article III (a), Section 1 of the Barefoot Resort Residential Owners Association Inc. (hereinafter known as the "Association") By-Laws provides that "The affairs of the Association shall be governed by a Board of Directors;" and

WHEREAS, Article II (c), Section 16 of the By-Laws provides that the Board of Directors "shall have all of the powers and duties necessary for the administration of the Association's affairs..." and

WHEREAS, Article V of the By-Laws states that the Board may authorize committees to perform such tasks and to serve for such periods as may be designated by the Board, that each committee shall be composed and shall operate in accordance with the terms of the resolution of the Board of Directors designating the Committee, that unless otherwise provided in the resolution, the members of a committee shall be appointed by the Board and shall serve at the pleasure of the Board, and that any committee member may be removed by a majority of the members of the Board, with or without cause, at any time and with or without a successor being named; and

WHEREAS, the Board of Directors deems it necessary and desirable and in the interest of the individual owners and the Association to establish a committee to advise and assist the Board in the process of developing and maintaining the BRRR community website,

NOW, THEREFORE, THE BOARD OF DIRECTORS RESOLVES THAT

A **BRRR Website Committee** is established, having the following terms of reference:

ARTICLE I. RESPONSIBILITY:

The **BRRR Website Committee** and its members shall serve at the pleasure of the Board of Directors. The primary purpose of the Barefoot Resort Residential Association (BRRR) Website Committee (WC) is the planning and implementation of the BRRR website as well monitoring the continued relevance and operations of the website. The BRRR WC will focus solely on the web-based communication needs of the BRRR constituents. The committee is not responsible for any aspect of web pages associated with external entities. Responsibilities, under the guidance of the BRRR Board, include:

1. Identify necessary website functions;
2. Propose web design; develop standards, processes, and layout;
3. Coordinate with the BRRR Board, other Committees, and relevant HOA management companies on content;
4. Conduct research on web development and hosting resources; prepare requests for proposal for web hosting services and recommend vendor selection;
5. Monitor performance of web hosting vendor and make necessary vendor change recommendations to the Board
6. Provide continuing oversight of web content to: 1) provide recommendations to the BRRR Board that require Board approval and 2) ensure content currency.
7. Respond to user feedback

ARTICLE II. ORGANIZATION.

- A. Membership. The **BRRR Website Committee** shall consist of at least three and no more than five members appointed by the Board of Directors.
- B. Members of the Committee will be volunteers and must be Association Members or spouses of Association Members. The Board of Directors will appoint initial members of the Committee at the meeting in which this Charter is adopted. The Board will also select a chairperson of the committee from the initial membership of the Committee. If the Chairperson must be replaced for any reason, the Board will make that change and appoint a new Chairperson. The Board may assign one of its current directors as a non-voting *Ex Officio* member of the Committee for liaison purposes.
- C. Terms. **BRRR Website Committee** members shall serve a term of two years and may be appointed for consecutive terms without limitation.
 - 1. Terms will normally begin on January 1 and end on the last day of December, except as initial members whose terms shall begin upon enactment by the Board of Directors.
 - 2. Terms should be staggered so as to avoid more than 50% of the Committee members having their term end concurrently. Committee members shall determine the staggered terms of its members.
 - 3. The Board may remove a member of the Committee, with or without cause.
 - 4. Vacancies may be filled by appointment of the Board.

ARTICLE III. MANNER OF OPERATION. The **BRRR Website Committee** shall conduct its business in the best interest of the Association and in accordance with the Charter, the Association's Declaration of Covenants, Conditions and Restrictions, the By-Laws and directives of the Association's Board of Directors. The Committee will take no action on behalf of the Association without the prior authorization of the Board of Directors as reflected in the Association's meeting minutes.

- A. General:
 - 1. Roberts Rules of Order shall be the procedure to be followed in conducting formal meetings of the committee.
 - 2. For purpose of reaching a quorum, the Board Liaison shall be counted, if present.
 - 3. The committee may submit its advice to the Board in writing and may present a summary in person at BRRR Board meetings.
 - 4. If the advice of the committee is not unanimous, a minority or dissenting view shall be included in any report to the Board of Directors.
- B. Officers.
 - 1. The Chair is to preside over committee meetings and coordinate committee activities.
 - 2. The Committee will elect a Vice Chair and Recording Secretary.
 - 3. The Committee may establish other offices as necessary and appoint such officers from its ranks.
- C. Meetings.
 - 1. The committee will determine its own meeting agenda, with assistance from the Board Liaison.
 - 2. The Chair may call meetings as often as needed, but no less than quarterly.
 - 3. Meetings shall normally be conducted in an open forum; however, the Committee shall at its own discretion, and subject to the provisions of applicable statutes, have the option of conducting open or closed meetings dependent upon what the Committee, at any given time, deems to be in the best interest of conducting the Committee's business.
 - 4. Minutes of the proceedings of the Committee are to be prepared by a member of the Committee, with the assistance of the chairperson and final approval by the full committee. These minutes are to be conveyed to the Board for their review and information as part of the aforementioned Committee Report.
- D. Reporting.

The Committee, through its Chair and/or its Board Liaison, shall endeavor to keep the Board of Directors informed of committee activities and recommendations.

E. Budget.

The Committee shall not have a budget.

F. Administration:

This charter becomes effective on the date of signature and will be reviewed every two years thereafter.

CHARTER APPROVED: 1/2/19
Date

For the Board of Directors

[Signature]
By President of the Board

Attest: [Signature] (Secretary)