

Village of Wesley Chapel



Communications Committee Charter

Approved August 13, 2018

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Introduction

The Village of Wesley Chapel, incorporated in 1998, is located in the western half of Union County and has been ranked as one of the fastest growing counties in the nation.

The Wesley Chapel Communications Committee was established during a May 2018 Village Council meeting.

The Committee is a standing committee, which shall provide communications recommendations to the Village Council.

The Committee will encourage and solicit public input concerning various matters important to the town; using email, surveys and Social Media, such as Facebook and Twitter. This community input will then be shared with Council when appropriate.

(Updated Nov. 12, 2018)

Committee Charge

The following goals and objectives are to guide the Committee to ensure reliable and accurate information is made available to the residents of the Village of Wesley Chapel as allowed by local and state laws.

Goals	Objectives
<p>Design and implement a social media presence for the Village.</p>	<ul style="list-style-type: none"> . Create a social media policy for the Village of Wesley Chapel. . Inform residents about current events and town meetings via Facebook and Twitter.
<p>Make Village meetings more accessible to the public through various electronic media.</p>	<ul style="list-style-type: none"> . Post videos of town meetings on the Village Facebook page. . Investigate live streaming as a possible means to make town meetings more accessible and available in a more timely manner.
<p>Explore other opportunities to communicate with the Village residents.</p>	<ul style="list-style-type: none"> . Research best practices of other towns in their efforts to communicate with their residents. . Solicit input from the public on methods that could be used to communicate with the Village residents. . Investigate the creation of an annual Village newsletter. . Look into producing a Village annual report as an alternative to a newsletter.

Committee Procedures

- The Communications Committee shall choose a chairperson and vice chairperson.
- The Committee shall select a secretary to handle all administrative paperwork and record meeting minutes as needed.
- Upon adoption of this charter, the committee chair and vice chair positions shall serve four-year terms. All other committee positions shall serve three-year terms. The goal is to have five members on the Communications Committee.
- The Committee shall make recommendations to Council regarding communication matters.
- The Committee shall follow Village Rules and Procedures for Committees and all local and state applicable laws.
- The Committee shall meet on the fourth Thursday of each month at the Village of Wesley Chapel Town Hall.
- A Committee member absent without cause for three consecutive meetings, or more than 25 percent of the regularly scheduled meetings in a calendar year, may be asked to resign in order to allow another interested citizen the opportunity to serve. With a majority vote of the Committee, the Chairman will call the member. If the member does not come to the next meeting, the Committee can recommend to Village Council that the member be taken off the board and a replacement be appointed.