

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

**COMMUNICATIONS COMMITTEE
CHARTER**

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; communications policies; and network security, data base management, policies and updates that may be required to ensure the District's information technology system remains protected and current with technological capabilities. The Committee reviews for recommendation to the Board communications policies, system updates, identified vulnerabilities, and recommended solutions 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.

MEMBERSHIP: The Communications Committee shall consist of up to seven voting members consisting of two Directors, and from one to five Community members. The General Manager and Assistant Manager, Administration shall be non-voting members of the Committee.

The Committee may include non-voting ex-officio members such as IT consultants and advisors as may be recommended by the Committee and authorized by the Board.

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 his/her 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 and IT System. The Committee shall review all aspects of communications and IT policies, planning, and operations 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 the development of the District Communications Policy.
- Regularly review communications protocols and messaging.
- Regularly review IT policies and procedures for effectiveness and make recommendations for change consistent with current "best practices" for districts of similar size and complexity;
- Verify all critical systems have proper backup and contingency plans for recovery from failures;
- Regularly review the District's network security, identify any vulnerabilities, and make recommendations to further enhance same;
- Regularly monitor the District's control system and access to customer data;
- Oversee annual and long-range IT operating and capital budgets;
- Oversee that timely and accurate IT information is presented to the Board;
- Communicate with and educate the Board on the District's current IT system;
- Review IT proposals and make recommendations on such to the Board for its approval;
- Work with General Manager and Assistant Manager, Administration to ensure internal reporting practices meet the Committee's needs and expectations, including providing advice on related information systems;
- Oversee bi-annual customer surveys and other customer communications, as appropriate;
- Conduct an annual self-evaluation of the performance of the Communications Committee and the effectiveness and compliance with this Charter.