

**FOSSIL RIDGE METRO DISTRICTS 1,2, AND 3  
COMMUNITY ENGAGEMENT COMMITTEE AD HOC CHARTER**

**PURPOSE**

The Fossil Ridge Metro District (FRMD) Boards of Directors (BOD) authorized the establishment of an ad hoc Community Engagement Committee (CEC) in August 2023. The purpose of this Committee is to advise the BOD on matters pertaining to engagement and communications for the residents of the FRMD. The CEC assists the BOD in fulfilling its governance responsibilities around resident engagement and communication.

**VISION**

Build a high-level of community engagement by ensuring that FRMD residents are welcomed, included, informed, and connected. The CEC aims to achieve this through strategic planning and consistent efforts with measurable impact that aligns with FRMD priorities and Business Plans.

**STRUCTURE**

The committee will be comprised of up to 9 with a minimum of 5 members. Where possible the committee should consist of board members, community managers, and resident volunteers. The Chair of the committee is elected by the members and can be a board member or resident. New member appointment consideration criteria will include, but not be limited to, relevant experience, willingness to serve, availability to serve, and ability to function within a team. The composition of the CEC shall not constitute a quorum under state statutes

The CEC will meet periodically in person or via electronic media at the call of the Chair. Where possible, the CEC will utilize a project management approach to accomplish goals and actions. CEC members will agree on issues utilizing a majority approach.

**GENERAL RESPONSIBILITIES**

This CEC is responsible for contributing to the following activities under the auspices of the BOD:

- Promote transparency in CEC planning and actions
- General information announcements, in association with the community managers and other committees
- Coordination with community managers regarding newsletters
- FRMD website development, design, functionality, content, data retention and coordination with community managers and subcontractors.
- Maintaining and updating FRMD Communications Matrix
- Coordinate with community managers regarding maintenance of new resident welcome letter and emergency guide
- Provide periodic BOD meeting briefings on CEC activities
- Where appropriate, provide read-ahead materials to BOD regarding events or issues
- Plan, coordinate, and supervise learning and education sessions focused on key issues before the community
- Consider approaches to engaging stakeholders via strategic messaging and delivery channels
- Support the FRMD Annual Business Plan
- Utilize internal controls over the Engagement and Website budgets
- Propose policies for board approval that support community engagement initiatives
- Evaluate the effectiveness of ongoing efforts and provide suggestions for improvement

(End of Document)

(Update: July 21, 2025)