

**OCEANSIDE COMMUNITY ASSOCIATION**  
**OCA - TV Committee Charter**  
**2008**

**Purpose:**

The OCA-TV Committee shall be authorized as a Committee of the Board of Directors to provide a means for the Board of Directors to inform, on an ongoing basis, residents of the Oceanside Community Association as to:

1. Purpose, date/time and location of Board of Directors (BOD) and committee meetings
2. Upcoming events
3. Schedules of various activities
4. Topical news relating to Oceanside Community Association only
5. Educational programs pertaining to the organization, management and future plans for the Association
6. Live video presentation and re-broadcast of Board-approved events
7. Occasional entertainment or informational programs.

**Organization:**

OCA-TV is an Association cable television channel under the direct supervision of the Board of Directors. OCA-TV is not a public or community access channel, nor is access to the channel predicated on membership in the Association.

The OCA-TV Committee shall be comprised of three (3) or more members, including an owner-member Chairperson appointed by the Board President, and a secretary selected by the committee Chairperson. All members shall be approved by the Board and serve at its pleasure. The Board President will also appoint a Board Liaison to the Committee.

The Chairperson of the OCA-TV Committee and its Committee members shall have one vote each at all meetings of the OCA-TV Committee for the conduct of business and for proposing recommendations through the Board Liaison to the BOD for review and action. A quorum is required for passage of any measure. The OCA-TV Committee will meet at least monthly. All meetings will be announced and open to the entire membership of the Association.

**Responsibilities:**

The Chairperson of the OCA-TV Committee will attend the monthly meeting of the Board of Directors or make arrangements for a Committee member to attend in his/her absence.

The OCA-TV Committee will review, at its monthly meeting, a list of proposed slides and video, which are planned to be shown on Channel 12 for the following month. This review group may include the Community Manager, Board Liaison, and members of the OCA-TV Committee who will review all media for content, suitability to community standards, and frequency of viewing. Slides required on an emergency basis will be authorized by the Community Manager or the Board President, and generated by an OCA-TV Committee member. Information which is to be published in Hilltop Highlights does not need to be reviewed.

The OCA-TV Committee will evaluate new technologies (hardware and software) applicable to its purpose, and, where appropriate, make recommendations to the Board of Directors for its use.

The OCA-TV Committee will train, on an ongoing basis, sufficient volunteers to carry out its activities.

**OCA-TV Equipment:**

The OCA-TV station equipment is kept in a secure room, along with all related software applications. An up to date inventory list of all equipment and software will be maintained by the OCA TV Committee with a copy to the Oceanside Community Association's Community Manager. All hardware, peripheral equipment, and software are the property of the Association.

Maintenance of equipment related to Cox Television Cable is the direct and sole responsibility of technicians employed by Cox Cable Network, Inc.

Equipment attached to Cox Cable, hereafter referred to as OCA-TV equipment, is maintained by the OCA-TV Committee. Access to such equipment for any purpose is restricted to OCA-TV Committee members and its authorized volunteers only. OCA Audio-visual equipment such as the Digital Video Camcorder and tripod is available to any OCA member as long as a signed release from that person is obtained. The borrower of such equipment shall take responsibility for returning the camera in a timely manner, in good condition, or pay for damage or loss.

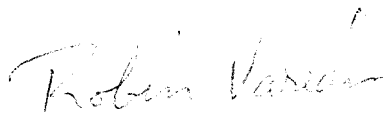
**Budget and Approval of Expenditures:**

The OCA-TV Committee shall recommend to the BOD an annual budget that would cover maintenance costs of the OCA-TV equipment and other reasonable expenses.

All requests for expenditure of funds for the OCA-TV Committee must be authorized by a quorum of Committee members. Authorized requests shall originate in writing and be signed by the Chairperson of the OCA-TV, who will forward the request to the Community Manager for review and approval in accordance with approved budgetary guidelines. If the request for expenditure of funds does not fall within the current OCA-TV budget, the request will be presented by the Community Manager or Board Liaison to the BOD for review and action.

No member of the OCA-TV Committee or its volunteer support groups shall receive compensation for services, nor shall they charge for services and/or merchandise of any kind, related to OCA-TV. However, this shall not prevent member volunteers from requesting reimbursement of reasonable expenses incurred for the benefit of the OCA-TV Committee activities, subject to necessary prior approvals, and submission of supporting documentation

Approved by Board of Directors on 12-17-2008



Board President