

**MYRTLE TRACE CONDOMINIUM ASSOCIATION**  
**213 Southampton Drive**  
**Venice, Florida 34293**

**COMMUNICATION COMMITTEE**

**Introduction:**

The Board has ultimate responsibility for and authority over all official Myrtle Trace Condominium Association communications. The Board designates the official modes of communication for the Association. These may include, but are not limited to, a web site, a periodic newsletter, a directory, community bulletin boards, email messages, USPS correspondence, and other modes of communication. Communication issues beyond the description of the Communication Committee will be referred to the Board.

**Purpose:**

The purpose of the Communication Committee is to develop, manage and coordinate all official modes of communication between the Association, the Board, or the Property Management Company and Association members.

**Structure:**

The Communication Committee shall be comprised of 5-7 members, including the Chair. One Board member will be the liaison between the committee and the Board. The Board shall appoint a Chair. The Chair shall appoint the committee members. The committee may establish sub-committees and use volunteers to assist with specific projects.

**Responsibilities & Duties:**

1. Develop a comprehensive communication system for use in the community that will enable Association members to keep informed of pertinent Association matters, events, news and activities. The system, or any substantial changes to it, must be approved by the Board prior to implementation.
2. Maintain any official modes of communication to ensure that the information distributed is accurate, current and delivered in a timely manner.
3. Develop written guidelines regarding the type, style and manner of submitting official communications.
4. Review official communications prior to distribution to insure that they adhere to the directives of the Board.
5. The Chair is responsible for posting any schedules and other pertinent committee information to the MTCA website in a timely manner.
6. The Chair shall present a status report at Board meetings and provide a written copy of the report to the Board Secretary for inclusion in meeting minutes. Any motions proposed by the committee for Board consideration at the next Board meeting shall be

attached to the committee status report to the Board. This report should be submitted to the Board Secretary 7 days prior to the Board meeting.

**Meeting Notice:**

This committee may meet without prior notice or Owner participation, unless otherwise directed by the Board of Directors. The business of the committee will be run for and by the committee members with owners as observers only. At the discretion of the Chair, owners may be invited to comment. Actions from the meetings will be recorded as official minutes and forwarded to the Secretary as an official record of the proceedings.