

MORNINGSIDE: COMMUNICATIONS COMMITTEE

FORMATION: One sentence Mission Statement describing the Committee's "purpose for being".

Provide input and updates to all forms of communication for the Morningside Community covering news, activities, events and interests.

COMPOSITION: Four to Five (4-5) members: Volunteers, determined by skill sets, specific knowledge and experience.

- Chairperson
- Member at Large
- Member at Large
- Contributing Member at Large
- BOD Liaison

DUTIES & RESPONSIBILITIES: List all that are consistent with the Committee's "purpose for being".

- Keep the Morningside Community informed and current on all forms communication news, activities, events and items of interest by providing timely publications and updates to the Website, Community Calendar and Announcements, Newsletters, Resident Directory, New Neighbor Introductions, Volunteer Opportunities, Activity and Event Details, and general items of interest.
- Ensure that all website posted information is appropriate and accurate, and that publication requests for all information from residents and community groups are reviewed and approved before dissemination. The Communication Committee also provides significant information postings to the Morningside website.
- Conduct reviews with published meeting minutes, scheduled approximately 3 weeks before each Morningside Newsletter publication which are posted quarterly on January 15, April 15, July 15 and October 15. These review sessions complete the design for upcoming Newsletter content, reassess the quality and detail of all Morningside communications, and introduce any new information opportunities.

LIMITATIONS: Identify the boundaries of the duties, responsibilities and functions of the Committee.

- No time limits are set on participation.
- Volunteers are encouraged to contribute assisting communication services.

TERM LIMITS: Establish term limits of members, and the term limit of Committee (if applicable).

- The Campus and Lifestyle Director holds the permanent position of *Communications Chairperson*.
- Contributing Members at Large volunteer extended services as opportunities permit.