

**GRAND RIVER CHAPTER**

Policy:	D.4
Draft:	July 2017
Approved:	
Revised:	

**Communications Committee**

**PURPOSE:** The committee appointed by the Board of Directors’ oversees the quarterly “Condo News” Magazine a joint publication with CCI-Golden Horseshoe Chapter.

**POLICY:** Publish and distribute the quarterly Condo News Magazine including the annual Professional & Business Partners Directory (jointly with the Golden Horseshoe Chapter’s Communications Committee)

Work with the Membership, Social Media and Marketing Committee to promote the Condo News and distribute additional electronic content and press releases

Select the Condo of the Year Award recipient

Meet 4-6 times annually, in person or by teleconference, to discuss and assign tasks

**MEMBERSHIP COMPOSITION AND JOB DESCRIPTIONS:**

***Committee Chair***

- Prepare meeting agendas
- Chair meetings

***Editor***

- Coordinate the publication and distribution of the Condo News Magazine and Professional & Business Partners Directory
- Receive and edit article submissions and other content

***Secretary***

- Prepare and distribute meeting minutes

***All Members***

- Attend meetings
- Complete assigned tasks, including preparing articles and reaching out to condominium owners, professionals, and sponsors for content by stipulated deadlines