

## COMMUNICATION COMMITTEE

The Communication Committee (the “Committee”) is a Standing Committee appointed by the Board of Directors (the “Board”) of the Avellino Isles Condominium Association (the “Association”), and performs its duties and responsibilities to support the Board to protect, maintain, and enhance the value and livability of our community.

The Committee assists and advises the Board by:

### **DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS COMMITTEE:**

1. Developing, updating, monitoring, maintaining, the Association’s communications policies, social networking accounts, and electronic discussion groups, as well as recommending new ways for the Avellino Isles Condominium Association to communicate with its members.
2. May facilitate producing a community eNewsletter with input from the Management Company, Board, Committees, and other sources deemed relevant to the Avellino Isles Community. The Communication Committee will suggest creating new substantive content areas as well as developing procedures for obtaining and/or vetting substantive contributions.
3. Coordinating with committee chairs to post appropriate materials on the Community’s website, [www.AvellinoIsles.com](http://www.AvellinoIsles.com) .
4. Supplementing the official bulletin board by posting relevant information, as requested by the Board, on [www.AvellinoIsles.com](http://www.AvellinoIsles.com).
5. Maintaining the [www.AvellinoIsles.com](http://www.AvellinoIsles.com) website’s:
  - a. Calendar.
  - b. Directory.
  - c. Email redirect/email forwarding table.
6. Coordinate with the management company to ensure the community website directory is current.

Note: The management company maintains a current listing of Avellino Isles Homeowners. The Avellino Isles Website Directory only includes Avellino Isles homeowners who *opt-in* to the website directory (opted to be included in the Avellino Isles Website Directory).
7. Provide [www.AvellinoIsles.com](http://www.AvellinoIsles.com) website training for community members as necessary.