

**THE PARK TOWER CONDOMINIUM ASSOCIATION
NEWS AND SOCIAL MEDIA COMMISSION CHARTER
UPDATED JULY 2014**

- AUTHORITY:** The Illinois Not for Profit Corporations Act empowers the Board of Directors of The Park Tower Condominium Association to establish Commissions to make recommendations to the Board. The Board, pursuant to this authorization hereby forms the Newsletter Commission. It shall be called the "Newsletter Committee".
- PURPOSE:** To communicate facts, event schedules and information about Association business and activities through any medium deemed appropriate, possibly including but not limited to a newsletter, website and facebook page.
- MEMBERSHIP:** Membership on this Commission is restricted to both resident and non-resident owners and renters. The Board shall appoint a Chairperson by resolution. The Chairperson may recommend and maintain guidelines for ongoing membership to the Commission to be considered by resolution of the Board. Board Members and Management personnel may attend meetings, but may not act as official members or participate in Commission votes. The Board shall appoint a Director to act as a liaison between the Commission and Board for consultation, guidance and communication. Board Members and Management may participate in communication related tasks and activities (such as newsletter articles and facebook posts) at the direction of the Commission.
- PROCEDURES:**
1. It is the duty of the Chairperson to call the Commission together.
 2. Meetings should be held as needed.
 3. The Commission Chairperson may appoint members to research and perform various tasks (such as photography, writing or editing articles, and posting facebook events, messages and other communications) as may be necessary.
 4. The Commission, through its Chairperson, is expected to work with the Management, but shall not provide direction and/or supervision.
 5. The Commission should submit a draft of online posts or any articles to be published to the Board of Directors and Management for review prior to dissemination.
 6. The Commission shall not have spending authority nor shall they be authorized to give direction to consultants or contractors that may be engaged for services provided to the Association, unless specifically authorized by the Board of Directors.
 7. The Commission may consider including articles, advertisements, notices or other information from the Management, non-member residents or other sources at the discretion of the Chairperson. Board Members, Commission Members and Management are authorized to solicit advertisements for consideration in the newsletter, consistent with rates established by the Commission.

Approval of the Board of Directors:

7-14-14
Date

BY:

[Signature]
President

Betty Lem-Hundy
Secretary