

STANDING COMMITTEE TERMS OF REFERENCE
Communications Committee
MARCH 2022

PREAMBLE

This Committee is created under the Venture Out Bylaws (Article IV, Section 11, f.) to assist and advise the Board of Directors. Committees may request assistance for outside professional advice and help but may not contract directly for these services. This responsibility lies solely with the Board of Directors and the Venture Out Manager.

MEMBERSHIP

The committee shall consist of up to 9 as determined by the Board, lot owners as voting members, (including condo Board liaison as voting member) to operate as a two-way conduit between the Committee and the Board of Directors, the Venture Out General Manager (non- voting), and other members of the Venture Out Management team (non-voting) may be included as required. Under the VO Rules and Regulations (Section III, Article 7) a lot owner appointed to a standing committee established by the board of directors shall serve on such committee for an initial 3 year term, and may be reappointed thereafter for open ended one year term. A lot owner appointed to a standing committee established by the board of directors shall serve on such committee for an initial 3 year term, and may be reappointed thereafter for open ended one year term. In the event of Committee vacancies, the Committee will solicit applicants and recommend appointments to the Condo Board.

COMMITTEE PURPOSE

To assist and advise the Condo Board of Directors. The committee shall meet at least once a month in season (November thru March) and as required to examine the effectiveness of existing communications channels. The committee will investigate new applicable technologies, work closely with

those currently providing the service to develop guidelines or procedures and provide recommendations toward continual improvement.

OPERATIONAL GUIDELINES:

1. The Committee will strive to maintain amicable and cooperative relationships with all relevant agencies and Venture Out residents, including Venture Out management and staff.

2. The Committee will report to the Condo Board on all current and related issues,

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3. The Committee will present an annual report to the Condo Board and lot owners at the annual meeting in February.

4. Under normal circumstances, once a year, the Committee will elect a chairperson and a secretary. This election is to be held prior to the Boards review of all Standing Committee Terms of Reference.

5. Annually, shortly after the new Condo Board Members have been seated, the committee will review its Terms of Reference and submit proposed amendments to the Condo Board for approval

6. Minutes of all meetings will be taken and put on file with the Corporate Secretary,

7. Meetings are to be at least once per month during the season of October through March. The meetings shall comply with A.R.S 33-1248 {Bylaws art. IV & 13} all board meetings (and regularly scheduled Board Committee meetings) must be open to members to attend and observe. The Committee may place reasonable time restrictions but shall permit a member (or rep.) to speak once, after the Committee has discussed a specific agenda item, before the Board takes formal action on an item under discussion. The Committee shall provide for a reasonable number of persons to speak on each side of an issue.

8. Agendas for Committee meetings are to be posted 48 hours in advance by the corporate secretary.

9. Any member missing two meetings without an excused absence will be subject to removal from the committee.

10. The committee meetings shall comply with Roberts Rules of order when not in conflict with Venture Out Bylaws and Rules and Regulations.

CURRENT MEMBERSHIP 2021-2022

<u>Title</u>	<u>Name</u>	<u>VO Address</u>	<u>E-mail Address</u>	<u>Phone</u>
Chair	Doug LaPitz (2019)	408 Navion	dlapitz@yahoo.com	612-598-8076
C.B Liaison	Jeri Robbins (2022)	217 Debonair	jeriaar@gmail.com	480-220-8402
S. B. Liaison	Susan Lavoie(2020)	817 Merlin	smlavoie2@gmail.com	250-784-7959
Secretary	Greg Fox (2018)	402 Navion	gfox@rogers.com	613-878-1127
Member	Barb Smith (2019)	303 Merlin	smithbarbe@gmail.com	480.822.7272
Member	Greg Shelby(2022)	611 Merlin	gcselby@gmail.com	503-887-3248