



BULLETIN BOARDS AND SHOW CASES POLICY

ON MOTION DULY MADE, SECONDED AND UNANIMOUSLY CARRIED, A POLICY REGARDING BULLETIN BOARDS AND SHOW CASES WAS ADOPTED BY THE BOARD OF DIRECTORS OF SHAMROCK CO-OP:

Date passed by the Board of Directors: July 26, 2010
Date confirmed by the Members: November 21, 2010

PRE-AMBLE

Shamrock Co-op has several bulletin Boards in the apartment building hallway and in the laundry room.

All bulletin Boards are for the purpose of providing Co-op, educational and community information to our Members.

A show case will be for the purpose of displaying awards received by the Co-op and/or awards won by its Members. Awards are to be related to Co-op living. Awards given to the Co-op for display are considered a gift and will become property of Shamrock Co-op.

BULLETIN BOARDS:

Any information displayed on any bulletin Board has to be inoffensive in nature and comply with Co-op by-laws, and be legal. Bulletin Boards are not meant for outside business and commercial activities. Members may put up notices for items for sale, baby sitting and other services. If names of other Members are used, permission has to be obtained from those Members. Members are invited to provide the Office with brochures, flyers, and other info for our Bulletin Boards

LAUNDRY ROOM

- Bulletin Board is for the use of Co-op Members. The bulletin also will display the list for the "Labour Pool" tasks and Greenbacks.

APARTMENT BUILDING ENTRANCE AND HALLWAY.

- The bulletin Board next to the entrance is for the Co-op Members.
- The bulletin/info Board opposite the entrance is for Co-op's information, community information. The administrative assistant will be responsible for maintaining this Board. This Board will have a reasonable mix of available non-profit community services and programs, health related information, municipal and Waterloo Region information. When available it will also display current issues of the Central Ontario Co-operative Housing Federation Newsletter and the NewsBriefs of the Co-operative Housing Federation.
- The Bulletin Board next to the mailboxes is for the use of Maintenance and Labour Pool.
- The glass covered bulletin Board above the mail boxes is for Office use only. Any information related to Shamrock Co-op, the Office is displayed here: Minutes of the latest Board meeting, new policies and procedures, public letter/information. The administrative assistant is responsible for maintaining this Board.

PROCEDURES



Member Handbook - Section III - Policies



- The administrative assistant will check the Bulletin Boards that fall under his/her responsibilities on a daily basis, to ensure it is stocked at all times and that the above policy is followed.
- The administrative assistant will ensure a sufficient and varied supply of information is available and when necessary order free brochures/flyers from the various government departments and non-profit service organizations.