

## NEWSLETTER COMMITTEE CHARTER

### **PURPOSE:**

To provide a service for the residents by creating, editing and publishing a monthly newsletter, *The Deerlake Diary*.

### **GOALS:**

To keep residents abreast of all events that are occurring within the Deerlake Village Community.

### **MEMBERSHIP:**

- Editor, appointed by the Board of Directors
- Proofreaders who work with the editor.

### **RESPONSIBILITIES:**

- Set up layout of the newsletter.
- Try to get articles for newsletter by the 15<sup>th</sup> of each month.
- Gather monthly notices, articles, and calendar activities from chairperson for various events that they are running or reviews from previous events that they have run.
- List on-going activities
- Get an article from the DVCA president summarizing the work of the Board at the quarterly meetings and current work sessions.
- Get a report from the various committee chairpersons (ex. New Resident, Pool, Sunshine, etc.).
- Report changes in resident information so that the Membership Directory can be updated.
- Get newsletter draft to proofreaders at least one week (preferably 7-10 days) before mailing.
- Take newsletter to printer—allowing at least 3 days for turnaround.
- Label and tab newsletter for mailing.
- Fill out Post Office form—filling in in-town and out-of-area resident numbers and cost.
- Take the newsletter (separating Brevard residents and out-of-area residents) to the Post Office
- Aim to take the newsletter to the Post Office around the 20<sup>th</sup> of the month so that residents will receive it by the 24<sup>th</sup> or 25<sup>th</sup>.
- The newsletter editor currently works with the Membership Directory Chair in trying to keep an up-to-date list of residents, with pertinent information (including primary and secondary addresses, when necessary). This Membership Directory is mailed out twice yearly with the July and December newsletter.
- The newsletter editor currently produces the assessment letters for Deerlake residents and provides labels for other mailings as needed.

### **MEETINGS:**

Work does not require that meetings be held.

### **ANNUAL BUDGET**

The chair will submit any expenses to the treasurer for reimbursement from account 1100, Administrative Supplies & Postage.

This Charter adopted and approved by the DVCA Board of Directors on the 10<sup>TH</sup> of April, 2014.