NEWSLETTER COMMITTEE CHARTER
DEERLAKE VILLAGE COMMUNITY ASSOCIATION

PURPOSE.

The Newsletter's purpose is as follows.

- To establish a written communication by publishing a monthly edition.
- To provide a means for the President of the Board of Directors of the Deerlake Village Community Association (DVCA) to communicate with the owners and residents of the community.
- To provide information regarding committees, community activities, local information, and contacts for the community.

GOALS.

- To inform owners and residents of the activities within the DVCA.
- To provide contact information within the community.

MEMBERSHIP.

Unlike other committees, the Newsletter Committee does not have a chairperson and members. The lead of the committee is the newsletter editor. The other positions in this committee are the proofreader and the owning member. Since the newsletter is the voice of the President of the DVCA, the President is the final reviewer and releaser of the edition and performs as the owning member.

SKILLS REQUIRED FOR CHAIR.

The chairperson of this committee is the editor. The editor must have the following mandatory skills and knowledge.

- Speak, read, and write in American English.
- Understand grammar, punctuation, and spelling for correct construction of the material included in each monthly edition.
- Use of an editor program for written publications. Most commonly used are Microsoft (MS) Word, Apple Pages, and Adobe Editor.
- Use of email. Most commonly used is MS Outlook followed by Google Mail.
- Use of processes to convert any information generate to a portable document format (PDF). The simple method is to perform a "Print to PDF" function within your editing program.

Recommended skills for the ***editor*** include.

- Ability to generate templates within the editor program.
- Ability to use or generate graphics.
- Ability to generate "signatures" within email programs for a consistent message for each type of communication to targeted recipients.

SKILLS REQUIRED FOR MEMBERS.

The primary member is the ***proofreader***. The skills required for the proofreader are.

- Speak, read, and write in American English.
- Understand grammar, punctuation, and spelling for correct construction of the material included in each monthly edition.
- Use of an editor program for written publications. Most commonly used are Microsoft (MS) Word, Apple Pages, and Adobe Editor.

The owning member is the President of the DVCA. The skills required are.

- Understand the messages and intentions of the DVCA board of directors.
- Understand the plans and priorities of the community.
- Speak, read, and write in American English.
- Understand grammar, punctuation, and spelling for correct construction of the material included in each monthly edition.
- Use of an editor program for written publications. Most commonly used are Microsoft (MS) Word, Apple Pages, and Adobe Editor.

RESPONSIBILITIES.

- Generate a template for the layout of the newsletter.
- Review and update the template's contacts based on the changes to the board of directors, the committees, and the community activities.
- Review and update the standing information in the template such as the table of events on the front page, table of activities on the front page, and the functions on the bottom left of the back page.
- Generate and maintain, at a minimum, three distributions for emailing.
    - Board of Directors of the DVCA
    - Committee Chairs
    - Community Activities Points of Contact
- Optionally, the editor can generate communications templates in the form of "Signatures" in MS Outlook. Here is an example of the UPS print request.

Request Printing of 3 Black and White Copies of the Deerlake Diary

Hello UPS Professionals!

Attached is the XXX 2026 issue.

May I please have three (3) black and white copies (11x17, saddle stitch) printed.

Please email, text, or call me when the printouts are ready for pick-up!

• Email: DVCA_Joanne_Boucher@outlook.com
• Cell Phone: 315.272.8853

- Publish and maintain a schedule for generating and publishing the newsletter. The current schedule is as follows.
    - 15th of the Month: The editor requests input to the Deerlake Newsletter / Diary for the upcoming month from the DVCA Board of Directors, Committees, and Activities.
    - 15th through the 25th of the Month: The editor compiles input from the DVCA Board of Directors, Committees, and Activities.
    - 25th of the Month: The editor emails a reminder that the cut-off for gathering input is 7 PM on the 25th of the month.
    - 26th of the Month: The editor sends the proofreader a DRAFT for proofreading, red lining, and suggesting edits.
    - 27th of the Month: The editor incorporates the proofreader's input and sends the FINAL DRAFT for the owning member as known as the DVCA President.
    - 27th through the last day of the month: The owning member returns final edits to the editor. The editor cconverts the document to a PDF document.
    - Not Later than the last day of the month: The owning member sends the PDF edition to the webmaster for posting. The webmaster notifies the owning member of the posting. The owning member notifies the residents and owners of the published edition on the DVCA website.
    - Upon Receipt: Once posted, the editor requests three (3) printed copies from the UPS Store, picks up the prints, and posts one copy in the clubhouse near the piano. bookshelf. The two remaining are saved for the three-year bindings of the newsletters.
- Perform activities described in the schedule.
- Retain two (2) copies for a three-year binding.
    - Last three-year bindings were created for years 2022, 2023, and 2024.
    - When the bindings are made, one is placed in the bookshelf near the piano and one is filed by the Secretary of the DVCA Board of Directors.

- The newsletter is not mailed to residents and owners. All printed copies are to be downloaded from the https://www.deerlakevillage.org/ under the **About** section and under the **Deerlake Diary** and printed by the readers on their own printers.

MEETINGS.

- Frequency of formal meetings. There are no formal meetings for the Newsletter Committee.
- Informal communications and coordination. Communications are conducted via email and sometimes via telephonic conversations. The schedule above indicated the communications dates and activities.

RECORDS KEEPING.

- Meeting Minutes: Since there are no formal meetings, no meeting minutes are generated and retained.
- Three-Year Bindings: Two copies of the printed newsletter must be retained until 3 years (36 editions) of the newsletter have been generated.
    - One Three-Year binding is placed in the bookshelf near the piano.
    - One Three-Year binding is placed in the permanent files by the DVCA Secretary.
- PDF Version of the Monthly Edition: PDF versions are not maintained by the Newsletter committee as they are published and retained by the webmaster.
- UPS Printing Receipts: The editor will ensure to obtain a receipt for printing from the UPS store. DVCA has an account and upon picking up the prints the editor will inform UPS to charge the cost to the DVCA account. The editor will scan or photograph the receipt and send it via email to treasurer@deerlakevillage.org as soon as possible. Once sent, the receipt may be discarded.

ANNUAL BUDGET.

- Expenses for the printing of the newsletter will be charged to Account 1100, Administrative Supplies & Postage.
- No formal budget is required. Budget for the upcoming year should be developed by summing the last 12 months of printing costs and adding a management reserve of 10%.
- The informal budget will be sent to the owning member / president, the treasurer, and the editor.

INTERFACE WITH OTHER COMMITTEES.

The Newsletter committee interfaces with all DVCA Board of Directors, Committees, and Activities on a monthly basis for the purpose of gathering input to the “Deerlake Diary” monthly edition.

REVIEW OF CHARTER.

We will review this charter not later than June 30th of the calendar year. Ensure it is compared to any governing documents, bylaws, policies, North Carolina Law, and rules. Once reviewed and edited, the Chair will submit to the Newsletter Committee Board Liaison for approval by the DVCA Board.

APPROVAL.

The Newsletter Committee Charter was approved by the DVCA Board of Directors on the 12th day of March 2026.