

VILLAS VOICE" NEWSLETTER EDITOR

DUTIES, RESPONSIBILITIES AND CONTENT GUIDELINES

Purpose:

The Villas of Blackberry Run newsletter is established to convey information from the Board of Directors, committees and sub-committees, as well as individual residents to community. The newsletter falls under the Community Activities Association charter.

Scope of Responsibilities:

1. Works with Community Activities Committee to publish the official VBR newsletter at least six times a year.
2. Ensures residents and owners are kept abreast of community news and events thru newsletter articles;
3. Sends out notification of deadline for articles to be submitted to Board of Directors, committee chairpersons and residents.
4. Articles submitted for publication must be identified as "newsletter article" and be sent either through Word, PDF format or handwritten delivered to editor's home by deadline date.
5. A draft copy of the newsletter shall be sent to BOD, **committee and sub-committee chairpersons** to review their individual articles prior to publication to community.
6. Editor shall set the deadline date for final approval. There will e no changes or additions after this date.
7. The editor shall publish the newsletter prior to the first day of the month and distribute to residents/owners through email, PDF format or hardcopy delivered to those without Internet access.
8. The editor shall send the newsletter to All-In-One Management to post on website.
9. In the event information needs to be communicated between issues, the Secretary or designated CAC member, not the editor, will distribute information to residents/owners.
10. The retiring editor will assist with the transition duties to new editor.

Structure and Contents of VBR Newsletter:

1. The name of the newsletter shall be "THE VILLAS VOICE".
2. Front page of each issue shall consist of The Villas at Blackberry Run masthead, date, volume, issue numbers, list members of Board of Directors, Committees, Sub-committees and Newsletter Editor.
3. All articles and information that are relevant and of interest to residents/owners regarding our community.
4. The editor(s) may include an article of their choosing on a topic of general interest or information to the residents/owners.
5. The editor(s) organizes the articles/information in a manner according to topic: BOD, committees, events, reminders, birthdays, anniversaries, welcoming new residents, general interest and a calendar page listing month's events.
6. Te editors(s) shall always keep the length of the newsletter in mind.
7. Included photos should be printed at the end of the newsletter, space allowing.

Membership Structure:

1. The job of editor(s) may be filled by one person or shared with prior Board approval.
2. The editor(s) appointment shall be approved by the President.
3. The editor(s) shall report to the Board Liaison and work with the CAC chairperson.
4. The editor(s) may choose to have the assistance with the hardcopy delivery.
5. The editor(s) will serve for a one year term which can be renewed upon recommendation of the Board Liaison.

7. The editor(s) serve at the pleasure of the President and may be removed by the President without cause at any time and with or without a successor being named.

Authority:

1. The editor(s) may expend funds as approved by the BOD.
2. The editor(s) may seek re-imbursement per authorized regulations passed by the Board of Directors.
3. The editor(s) may recommend suggested changes to newsletter format and/or articles to Board Liaison but has no authority to make policy changes without BOD review and approval.
4. The editor(s) shall abide by and uphold all sections of the CAC charter including but not limited to Committee Code of Conduct, Reporting and Relationship to BOD, Committee Meetings and/or Resignation/Removal of Committee Member.

On NOVEMBER 4, 2013 Board of Directors of the Villas at Blackberry Run Association the Board of Directors hereby agreed to and approved the Newsletter Editor Duties, Responsibilities and Content Guidelines.

Claudia Boscoe, President

Date

Marty Freeman, Secretary

Date