

**CHARTER FOR THE HARBOUR LIGHTS NEWSLETTER COMMITTEE -
(Inactive)**

AUTHORIZATION

The *Harbour Lights* Newsletter Committee is established by the Board of Directors under Article V, Section 2(g) of the By-Laws of the Heritage Harbour Community Association on January 10, 2006, and serves at the pleasure of the Board.

PURPOSE

The Board of Directors requires/desires that an official newsletter of the Heritage Harbour Community Association be maintained to transmit information to the community concerning activities about and within Heritage Harbour.

SCOPE

The *Harbour Lights* Newsletter Committee, under the direction of a volunteer Editor and in conjunction with Management, will assemble and distribute, on a monthly basis, a newsletter to all community/resident households. Materials published in the *Harbour Lights* will be subject to the provisions of Policy Resolution No. 7 and such other requirements as may be established by the Board of Directors.

PRIMARY FUNCTIONS

The primary participants of the newsletter are as follows:

- Board of Directors
- Editor
- General Manager
- Advisory Panel
- Associate Editors
- Distribution Manager

The primary functions of each of these participants are as follows.

BOARD OF DIRECTORS

- Name/appoint an Editor.
- Appoint a five-person Advisory Panel.

Heritage Harbour Community Association

- Assure that the Editor, General Manager, and the Advisory Panel follow the guidelines established in this document and Policy Resolution No. 7.
- Oversee all aspects of the *Harbour Lights* Newsletter and be responsible for its content.

EDITOR

- Recruit and supervise a staff of Associate Editors to assist in the overall publication of the newsletter.
- Adhere to the rules of Section K of Policy Resolution No. 7.
- Manage all activities, features, news and copy.
- Review all copy for suitability for publishing.
- Work with individual authors, as necessary, to achieve the above results.
- Review, in conjunction with the General Manager, all submitted copy to determine factualness.
- Set dates for first and second reading by the Associate Editors from the range of dates provided by the General Manager.
- Attend, or designate an Associate Editor to attend, monthly meetings and critical work sessions of the Board of Directors. This allows the Editor to keep abreast of current events and a sense of the Board.
- Work with the publisher to determine style and layout of the newsletter.

GENERAL MANAGER

- Receive and record all copy with an identification of submitter.
- Review all submitted copy with regard to factualness for publishing and so note to the Editor.
- Establish a range of dates for the first and second reading by the Editor and Associate Editors.
- Coordinate pricing and delivery to ensure prompt delivery of the newsletter at an equitable price.
- Manage advertising contained in the *Harbour Lights* to include billing, collection of funds and bring before the Advisory Panel an advertiser or advertising that may be unsuitable to the community.

ADVISORY PANEL

- Choose a Panel Leader.

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- Arbitrate any dispute that may arise. Any dispute that cannot be successfully arbitrated will be raised to the Board of Directors for final resolution. Any unsatisfied party may also appeal the dispute to the Board of Directors.
- Raise, to the Board of Directors for review any aspect of the *Harbour Lights* that may be contrary to Board policy or direction.

SPECIALIZED FUNCTIONS

Associate Editors

- Work with the Editor as directed to assure timely issuance of the *Harbour Lights* Newsletter.
- Participate in the first and second readings to assure accuracy of print.

Distribution Manager

- Recruit and coordinate volunteers to properly collate and timely distribute to each home in the community.