

# ***The Village Voice Committee Purpose and Structure***

## ***The Board of Trustees Must Approve Any Changes to This Document***

### **PURPOSE**

Serves as an advisory committee to the Board of Trustees (BOT) and as editorial staff for *The Village Voice*, a monthly newsletter published for the residents of Crestwood Village by the Crestwood Village Homeowners Association (HOA). The committee's responsibility is to assure that all published material is reviewed, proofed and approved in accordance with established Publishing Guidelines (Guidelines) for *The Village Voice*.

### **STRUCTURE**

Consists of at least seven (7) and no more than nine (9) residents who are appointed by the BOT for staggered two-year terms beginning July 1st of the year in which they are appointed. In addition, the property manager and the assistant property manager serve as production and advertising coordinators.

### **ORGANIZATION**

1. After July 1st, the committee shall choose a chair to serve a one-year term. This name is to be submitted to the management office by the end of the month.
2. Recruitment is specific for the proofreader and circulation positions.
3. Should a vacancy occur, the chair shall recommend a replacement to the BOT for approval.

### **MEETINGS**

1. Committee meetings are held each month. The specific dates and times determined annually.
2. An annual meeting is held to review and update documents as needed.
3. Meetings are open to all residents.

### **RESPONSIBILITIES**

#### **Committee**

1. Reviews draft newsletter.
2. Approves/disapproves all articles for appropriateness of content. See Publishing Guidelines for *The Village Voice*.

3. Proofreads all approved articles for grammar, sentence structure, spelling, capitalization and punctuation. Content will not be changed or rewritten without the consent of the person writing the article. However, submissions may be subject to editing for space, style and clarity.
4. Reviews draft layout for consistency with established Guidelines.
5. Checks calendar for completeness and accuracy. Directs questions to the property manager.
6. Proofreads Crestwood Activities (pink sheet) for grammar, spelling, punctuation, capitalization and consistency.
7. Collates and assembles newsletters per schedule established annually. This enables delivery by the first of each month.
8. Maintains one copy of every issue of *The Village Voice* in the permanent files of the HOA.

## **Management**

### General

1. Reproduces appropriate copies of the approved monthly calendar, Crestwood Activities pink sheet and Crestwood-related inserts.
2. Notifies circulation if collating is needed when copying is complete.
3. Arranges for printing of newsletter and delivery to the office.
4. Recommends advertising rates for BOT approval.

### Property Manager

1. Receives all articles for publication. A copy of all submitted articles will be provided to the chair for review prior to submitting to the graphic designer for the first draft. Articles received after the month's deadline may be resubmitted for the next issue.
2. Provides the chair with a copy of any correspondence relating to the newsletter.
3. Notifies a submitter if an article is not approved for publication and relays the reason why.

### Assistant Property Manager

1. Receives all advertisements, prepares bills and collects fees for advertising.
2. Sends information regarding the ads to the chair and graphic designer by the deadline each month.
3. Schedules space for monthly meetings and assembly as well as appropriate tables and chairs.