

The Village Voice Committee Purpose & Structure
The Board of Trustees Must Approve Any Changes to This Document

PURPOSE:

Serves as an advisory committee to the Board of Trustees 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), assuring that all published material is reviewed, edited and approved in accordance with established Guidelines.

STRUCTURE:

Consists of seven (7) HOA members in good standing who are appointed by the Board of Trustees for staggered two-year terms beginning July 1 of the year in which they are appointed. In addition, the property manager and the assistant property manager serve as production and advertising coordinators.

Guidelines:

Only one (1) member of a family can serve on the committee at a time.

On July 1st or as soon as possible thereafter, the committee shall choose a chief editor to serve a one-year term. This name is to be submitted to the management office by July 10th.

Editorial and circulation positions shall be filled according to members' interests and abilities. Recruitment is specific for the circulation position with the understanding that the other six members comprise the editorial positions.

Should a vacancy occur, the chief editor shall recommend a replacement (HOA member) for the uncompleted term for Board of Trustees' approval.

Meetings:

Meets after the 15th of each month, the specific date and time determined annually. Notify property management to assure date is satisfactory.

Meetings are open to all residents.

RESPONSIBILITIES OF THE COMMITTEE:

Reviews draft newsletter.

Approves/disapproves all material for appropriateness of content (see Publishing Guidelines for *The Village Voice*).

Reviews all approved material for grammar, sentence structure, spelling, capitalization and punctuation. Content should 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.

Checks calendar for completeness and accuracy. Questions should be directed to the person in charge of the event or to the property manager.

Reviews draft layout for consistency with established Guidelines. New or rewritten articles should not be submitted for placement in the newsletter after corrections and/or changes have already been submitted to the Property Manager.

Maintains one copy of every issue of *The Village Voice* in the permanent files of the HOA.

Collates and distributes newsletters per schedule established annually. This enables block captains to deliver before the first of each month.

RESPONSIBILITIES OF MANAGEMENT:

Property manager receives all material for publication. A copy of all submitted material shall be provided to the chief editor for review prior to submission by the chief editor to the graphic designer for the first draft. Information received after the month's deadline date will be considered for the next issue.

Assistant property manager receives all advertisements, prepares bills and collects fees for advertising.

Property manager provides the chief editor with a copy of any correspondence relating to the newsletter.

Arranges space for monthly meeting.

Reproduces Crestwood-related flyer enclosures as necessary. Upon approval of final copy of the monthly calendar and Activities flyer, reproduces appropriate number of copies. When copying is complete, notifies the person in charge of circulation. Also notifies circulation of total number of inserts in the issue (from the office and from advertisers).

If an item is rejected for publication, the property manager will be notified by the chief editor and will in turn relay this to the submitter, indicating the reason for rejection.

Arranges for printing (reproduction) and delivery.

Arranges appropriate tables and chairs for final newsletter assembly. Date and time are scheduled on an annual basis.

Establishes advertising rates.