

Veterans Home of California at Yountville

ALLIED COUNCIL OPERATIONS MANUAL
POLICIES AND PROCEDURES

1 May, 2009

COMMITTEES

Policy Number	AC 06-0131
Subject	Newsletter
Adopted	11/01/09
Revised	04/14/10 (See History note at bottom of this page)

1. **Charge:** The Newsletter staff shall edit and publish a monthly newsletter titled the OBSERVATION POST for the dissemination of Veterans Home news, stories and articles received from Veterans Home residents, Administration activity and other material deemed by the staff to be of interest to the Veterans Home residents.
2. **Membership:** The OBSERVATION POST staff shall consist of an Editor and other residents interested in writing and the preparation of the monthly newsletter. Appointment of the Editor shall be made by the Chair of the Allied Council and approved by the Allied Council delegates.
 - a. Staff members shall be appointed by the Editor
 - b. The Editor of the OBSERVATION POST shall also be a member of the Communications committee.
3. **Meetings:** The Editor and newsletter staff shall meet monthly to discuss news items and special articles for the following month's newsletter.
4. **Control of Content:** The Editor and newsletter staff reserves the right to edit/or reject articles, letters or other material submitted for publication in the OBSERVATION POST.

*History:**This is a division of responsibilities of AC 06-0130 that was adopted 6/09**This is a new amendment proposed by the Policies & Procedures committee March 26, 2010.*