



THE OCEANAIRE BEACON

Newsletter Committee

MISSION STATEMENT:

The Committee shall assist the Board of Directors (Board) in the preparation and publication of the association newsletter.

COMMITTEE:

The committee shall consist of no more than seven (7) members appointed by the Board. Members will serve for a staggered two (2) year term. If committee members wish to remain on the committee after their term expires, they may reapply. The Board, in its sole discretion, shall appoint new members to fill open and expired terms. There shall be a Chair, Vice-chair, and Secretary. The Chair shall preside over each meeting. The Vice-chair shall be the spokesperson if the Chair is unavailable. There must be a quorum for voting. No more than five (5) unexcused absences will be permitted by any committee member.

Duties:

The newspaper committee shall:

- Draft, prepare, and edit the contents of articles for the community newsletter on a monthly basis. The Board shall have the final responsibility to edit, include, or reject articles considered to degrade the Community image, be inflammatory or considered to be in bad taste.**
- Arrange for taking of photographs in the community and at various social functions for publication in the newspaper.**
- Write articles for submission to the newsletter that promote effective communication and positive lifestyle.**
- The secretary will be responsible for recording minutes at each meeting and providing copies to the Community Manager's Office for distribution.**
- Provide oral reports of activities to the Board at monthly and quarterly Board meetings; provide written reports of activities to the Community Manager five (5) weekdays prior to the stated meetings.**