

Chesapeake Chapter CAI Newsletter Committee Charter

Title: Newsletter Committee

Term: **Chair** may serve a term of one (1) year but may not serve for more than three (3) consecutive years.

Vice-Chair shall serve a term of one (1) year but may not serve for more than three (3) consecutive years with the intent to succeed the Chair when their term expires.

Reports to: Board of Directors

Chair & Vice-Chair: Appointed, via Committee Protocol, by the Board President as stated in the Chapter By-Laws Section 4.

Board Liaison: Appointed by the Board President

Purpose

To assist the Board and Chapter Staff with obtaining, reviewing and editing articles, advertisements, and other content for the Beacon Newsletter, in accordance with the Board's directive. Articles should be timely and provide information to the membership on events, trends, legislation, governance issues, etc., that are relevant to CAI, the Chapter, community associations, and industry professionals. Articles should not be advertisement pieces for any particular company. To review advertising rates and make suggestions and recommendations to the Board regarding the same.

Authority

The Newsletter Committee serves at the pleasure and direction of the Board;

Coordination

The Board Liaison shall not be a voting member of the committee but will participate in committee meetings to aide in facilitating communication between the Board, committee and Chapter Staff and to clarify any questions regarding the Board's directives.

Membership

The Newsletter Committee shall be comprised of Committee Chair, Vice- Chair and Board Liaison. Committee members must be members of the Chapter who are in good standing. The Committee will consist of volunteers from the various membership types (i.e., business partners, managers and homeowner volunteers). Committee members may be removed by resignation or by a majority vote of the Board.

Committee Chairs

Committee Chairs and Vice Chairs shall be appointed by the President of the Board of Directors.

Committee Functions

The Board shall provide a directive to the committee with goals for the Newsletter committee, which may include suggested strategies for obtaining articles and advertisements, and suggested topics or types of articles. The Board will also consider suggestions regarding any of the foregoing from the committee and encourages the same. The committee shall work with Chapter Staff to develop a specific plan for implementation of the foregoing for Board approval. Committee members should make every effort to promote The Beacon and to promote the Chapter and its activities, programs, and events to members and prospective members in The Beacon. Coordination should be made with other committees as appropriate and as determined by the Board (e.g., coordinate with Social Events Committee, Holiday Social Committee, and Education Committee to include information regarding events or coordinate with Membership Committee to promote members, membership programs, and benefits of membership in The Beacon).

Board Review

Submissions of proposals should be sent to the Chapter Executive Director and Board Liaison who will then send them on to the Board. The Board shall review any committee proposals during the Board meeting immediately following submission of the proposal and shall coordinate with the Chapter's Executive Director in its review and approval or rejection of a proposal. The Board shall direct staff to notify Committee Chair of its approval or rejection or suggested revisions to a proposal. If a proposal is approved, the Board may direct the committee and/or Chapter Staff to take various steps to implement the proposal. Every effort should be made to timely inform the Board of any actions taken in furtherance of the foregoing, through its meeting minutes which specifically show "Board Action" that may be required and by direct communication with the Board Liaison(s), President and Chapter's Executive Director.

Survey

The Committee shall assist Chapter Staff to develop a survey/comment form to solicit feedback from members regarding "The Beacon" publication and to identify topics of interest to the membership. The committee should actively solicit suggestions and feedback from the membership and report the same to the Board.

Meetings

Committee members shall regularly participate in meetings. Meetings will be planned on an annual calendar basis. After three (3) unexcused meetings the participant will be removed from the committee and Chapter Staff shall ensure that the email chain is updated providing the Chair/Vice-Chair and Board Liaison with an updated committee list and committee email addresses.

The committee shall provide written meeting minutes of any meetings held which are to include a separate section showing "Board Action" and "Action Items" to be completed by Committee Members.

Notices of committee meetings to be sent by Chapter Staff via e-mail to all committee members, the Board Liaison(s) and the President at least 7 days prior to the meeting. Chapter Staff will coordinate meeting dates and times with committee chairs prior to sending notices of meetings. In general, all meetings will take place at the Chapter office currently located in Columbia, Maryland. *Notices should include a meeting agenda, minutes of the immediately preceding meeting, and any relevant materials to be discussed at the meeting.*

Based on the Board directive, committee chairs should hold meetings at regular intervals and/or should attempt to hold monthly meetings at times most convenient for the majority of the committee members during regular Chapter office hours. In order to ascertain the highest level of participation Newsletter Committee meetings may be held via conference call.