



NEWSLETTER COMMITTEE CHARTER

PURPOSE: The Newsletter Committee is established by and serves at the direction of the Board of Directors (BOD). The purpose of the committee is to maintain a regularly published periodical with news and relevant information for the Chapter membership. The committee's members shall write articles for the newsletter, solicit other members and experts to write articles, and select topics for articles. The committee will also review articles from outside contributors as needed to maintain the quality of the content, to see that the goals of CAI are not contradicted, and to make sure that each article published is truly educational and not an advertisement. The committee will strive to maintain a balance of articles and sponsored content throughout the newsletter.

COMMITTEE STRUCTURE: The committee chair shall be chosen by the incoming Chapter President. The committee will consist of at least two (2) additional volunteers. All shall be approved by the BOD.

TERM: The committee is a standing committee appointed by the BOD. Members will serve for a period of one (1) year. The BOD shall approve the committee chair for the following year at the preceding August meeting and approve the committee members when chosen.

BOARD LIAISON: There shall be a Board liaison between the committee and the BOD who is responsible for attending Chapter Board meetings and delivering minutes or a summary of the committee meetings. The liaison shall be appointed by the Chapter President.

COMMITTEE LIAISON: There shall be a liaison from the committee who will interface with other committees as necessary and requested.

COMMITTEE CHAIR: The chairperson will be responsible for setting meeting dates, times, and locations, preparing committee meeting agendas, moderating meetings, coordinating tasks, and handling requests among the committee as a whole. The chairperson will be responsible for ensuring the Board liaison and CED are provided with all articles intended for the upcoming edition are emailed to the CED no later than the 15th day of the first month of each quarter (January, April, July, & October).

AUTHORITY: The committee reports to the BOD. The committee must work within the Chapter budget process to outline revenue and expenses related to the committee activities. The BOD must review and approve the publications proposed by the committee prior to distribution.

DUTIES: The committee has the responsibility for assisting in the publication of a minimum of four (4) newsletters annually. The committee may, with BOD approval, issue special or additional publications as it deems necessary.

- **Articles:** The committee will communicate with the CED regarding "on hand" articles vs. "needed" articles for each newsletter. The committee will call or email members of the Chapter requesting articles on specific topics, which are time sensitive, as well as additional articles which can be kept

“on hand”.

- **Writing of Articles by Committee:** The committee will help write any needed articles where outside volunteers are not identified for writing. The committee will make certain that all articles are emailed to the CED no later than the 15th day of the first month of each quarter (January, April, July, & October).
- **Meetings:** The Committee will meet as often as necessary in order to accomplish its responsibilities and duties. The Committee Chair(s) will send an agenda and meeting reminders to all newsletter committee members. A member of the committee will take minutes and submit to the board liaison for submission to the board a minimum of ten (10) days prior to the board meeting.
- **Distribution:** The CED will facilitate distribution to Chapter Members. The Committee will be responsible for distributing hard copies of the newsletter to local office buildings, restaurants, and other frequented places as they see fit in an effort to increase circulation of the CAI SoCo Chapter name and purpose.

COMMITTEE ATTENDANCE: Committee members will attend scheduled meetings and functions as often as possible.