

News Letter Committee – Job Description
Term: 2 year

Organize and collect articles and business cards for each edition of the news letter.

Conduct interviews with featured merchants. (Try to obtain historical information in addition to current.)

Request written commentary from the West Park Community Association executive as required.

Format the news letter in a manner that will be acceptable to the printer

Provide a “proof” edition for the President to edit and make necessary corrections. Electronic format is preferred.

Submit approved “proof” to the printer. (Arrangements are made to email each publication or drop off to printer.)

Pick up news letters from the printer.

Fold news letter or make arrangements for volunteers to fold news letter if required.

Deliver to the postal outlet for mailing. Retain invoice and submit to Treasurer for payment.

Complete required documentation for mailing the news letter with Canada Post. Retain invoice and submit to Treasurer for reimbursement. Note: you will not be reimbursed for expenditures without a proper receipt.

Retain a complete news letter file. Include one of each news letter published. Other relevant information can be included such as interview information, business cards, etc.

Each year (arranged chronological for the period of January 1 to December 31) the news letter file is to be given to the Records Keeper for archiving. This is to be done no later than the March General Meeting.