

Calumet Ranch Newsletter

Committee Charter

Mission Statement: This newsletter will serve primarily as a vehicle for trustees and committees of Calumet Ranch Homeowners Association to convey information of tasks completed, work in progress, and goals under consideration. It will also report about local government (e.g., O’Fallon City, Saint Charles County, Fort Zumwalt schools, sewer district, etc.) policies, projects and services that will impact our community

Publication Format:

- 4 pages (17”x11”, one fold)
- 350 issues (323 lots plus an archive inventory)
- Printed quarterly for publication by the 20th of February, May, August, November (or first business day before if Saturday or Sunday) [**Note:** covenants require 10 day advance notice before our September annual meeting.]
- One color
- Logo / masthead
- Word (Office) compatible or email

Committee design:

- Quarterly planning meetings
 - Will be conducted quarterly at least 4 weeks in advance of each publication date
 - During the January meeting, attendees will elect a Chairman/Editor by simple majority for an annual term who will in turn name an editorial staff
 - Meeting attendees who desire staff positions will write a short application to the Chairman/Editor elect for the position(s) they desire
 - The application will detail their qualifications and propose their contributions
 - The Chairman/Editor will name his staff. Positions need not be exclusive but every attempt should be made to fill each position with different individuals.

- Meetings will confirm deadlines for next edition, suggest topics to editors for articles, conduct new business, and set the date for the next quarterly meeting
- After general meeting is adjourned, editors and publisher will meet with attendees to assign and discuss required tasks and assignments
- Chairman/ Editor
 - Annual position, elected each January committee quarterly meeting by general election by committee attendees
 - Assigns editors and publisher as first course of business after election in January committee quarterly meeting.
 - Informs the trustees of committee decisions, actions, and next meeting date from minutes of meeting. Will also provide final proof of newsletter for their review 10 days before publication date.
 - Reviews/revises articles for content and clarity
- Publisher
 - Annual position, assigned by chairman at each January committee quarterly meeting (or as required)
 - Reviews/revises articles for content and clarity
 - Responsible for composition of newsletter
 - Responsible for final proof edition 10 days before publication date
 - Responsible for delivery to print shop 7 days before publication date
 - Manages delivery of one issue to each lot owner upon the publication date
- Assistant editors
 - 3 positions
 - **Trustee Editor** is responsible for obtaining trustee contributions
 - **Committee Editor** responsible for obtaining committee contributions
 - **Community Editor** is responsible for obtaining local government contributions (e.g. garbage delivery calendar, school board meetings, ward councilman interview)
 - Editors may delegate reporters to specific articles as they may see fit
 - Text written for electronic (diskette, email) and submitted to publisher no later than 14 days before publication date
 - Annual position, assigned by chairman assigned at each January committee quarterly meeting (or as required)