NEWSLETTER TEAM/SUBCOMMITTEE

The printed newsletter is our most wide-reaching method for communicating to all residents. Although the same information may appear on the SRCC website, it is worthwhile to have summary articles in the newsletters, especially for those who do not participate in meetings or online media.

Newsletter Editor & Coordinator
Oversee production of newsletter published 3 or 4 times per year. Coordinate a team of volunteers and be the contact person. Help solicit articles, copyedit them, provide all text and art to the designer. Coordinate sending proofs to officers, collate corrections, and check revises. Responsible for ensuring that back page copy is updated and correct. Be the contact person with the printer to confirm costs, schedules, etc. Keep production on schedule.
Must be a member of SRCC; automatically a member of the Communications Committee.
Time Commitment: 8 hours / 3-4 times per year plus meetings

Newsletter Content Acquisition Editor (often this job is filled by Newsletter Editor)
Contact individuals on a list of resources to solicit articles for the newsletter. Develop the list to include: Elected Officers, Committee Chairs, Representatives, Area Coordinators, ad-hoc project coordinators. Review all agendas for issues of current interest and ask key people to write a summary/update of that issue; ideally attend most EC and General Meetings. Ask the Executive Committee for upcoming events to be promoted and list of current volunteer needs. Scan all Monthly Reviews and SRCC website for potential articles. Follow up, be persistent in reminding folks of deadlines. Must be a member of SRCC; automatically a member of the Communications Committee.
Time commitment: 6 hours / 3-4 times per year plus meetings

Newsletter designer
Design the newsletter and lay out pages as electronic files to meet print specifications of the printer. Provide a PDF draft for proofreading. Deliver files for printing on schedule. This person does not have to be a member of SRCC.
Time Commitment: 6 hours / 3-4 times per year

Area Coordinator:
Recruit block captains to deliver newsletters to every residence in your area. Maintain a contact sheet and provide updates to Newsletter Delivery Coordinator (typically one of the VPs).
Pick up newsletters from designated distribution location and deliver bundles to Block Captains. Email the Newsletter Coordinator when these steps have been done. Deliver to a route as needed.
Time Commitment: 4 hours; 3 times per year. = 12 hours
Attend Executive Meetings: 2 hours / 9 times per year = 18 hours
Attend General Membership meetings. 2 hours / 10 times per year = 20 hours
Total AC Time Commitment: 4-5 hours per month on average

Block Captain:
Deliver printed SRCC newsletters door-to-door for your street or a few assigned blocks. Notify Area Coordinator when deliveries are completed.
Time Commitment: 1-2 hours; 3 times a year; depending on number of houses.

Block Captain backup: be on list to be called whenever a Block Captain is out of town and needs a sub to deliver their route.
Time Commitment: 1-2 hours; 1-2 times a year