

**40 Homewood Avenue  
Terms of Reference  
Newsletter Committee**

<b>Source of Authority:</b>	Answerable to and funded by the Board of Directors
<b>Type of Committee:</b>	Standing
<b>Composition:</b>	Volunteers with at least one Board member as liaison to the Board
<b>Term of office:</b>	One year
<b>Purpose:</b>	To produce a monthly Community Newsletter including information and articles of interest to residents of 40 Homewood, including news from the Board and management, upcoming events, neighbourhood items, and human interest and lifestyle items from within the community.

**A. Specific Responsibilities**

- \* to provide news and notes from the Board and the management
- \* to answer questions residents ask about the running of the building
- \* to advertise events and activities taking place in the building
- \* to publish articles of interest written by or submitted by residents of the building
- \* to present differing viewpoints on some controversial issues

**B. Specific assignments**

<b>Publisher:</b>	to manage an efficient and attractive layout of each issue, including all material submitted
<b>Coordinator:</b>	to call meetings and keep track of assignments and articles due
<b>Writers and reporters:</b>	to produce articles and features and news items as assigned or agreed to