

Herald Newsletter Committee Description and Authorization

Purpose: The Herald Newsletter Committee publishes the Herald newsletter. The Committee:

- Creates a sense of community, encourages participation in an active community life and enriches neighbors lives
- Collaborates with the board if changes to the committee scope are needed
- Works with the board to develop annual budgets and communicates emergent additional funding needs during the year and
- Encourages residents to join the KPWCA.

Scope: The committee chairperson must be a member in good standing of the Kings Park West Civic Association. Herald Newsletter Committee solicits and edits articles for publication 8 times a year, creates a draft of the newsletter for the printer, identifies youth groups to deliver the Herald and distributes the copies to the youth groups for delivery. The Herald Newsletter Committee also solicits display advertisements and classified advertisements for the publication and positions them in the newsletter layout. These diverse publication and advertising functions will require coordination and cooperation through individual teams. The newsletter will provide civic association general information and publicize community activities. This includes, but is not limited to, information such as community calendars, KPWCA board and committee contacts, the annual Membership drive, membership meetings, parks and lake clean-ups, the Fall Halloween Festival, Spring Egg Hunt, Community Yard Sales, Dumpster Days, Scholarship deadlines, Scouting activities and other relevant KPWCA activities and interests. The Herald Newsletter team members share and coordinate information with the Web and Social Media Committee.

Authorization: The committee is authorized to purchase document publishing software, printing services, delivery and postage in accordance with the approved budget. Receipts for reimbursement should be submitted for payment to the KPWCA Treasurer within 60 days following the expense. Temporary requests to change or go beyond the scope of this authorization must be coordinated with KPWCA Board. Permanent changes must be approved in writing and signed by the President, KPWCA Inc.

Signed,



Sarah Lennon
President, KPWCA Inc.

Date: 5/24/21