

HOA LIVING MAGAZINE COMMITTEE

PURPOSE OF THE *HOA LIVING MAGAZINE* COMMITTEE:

To produce the Coachella Valley CAI Chapter's monthly newsmagazine, *HOA Living Magazine*.
To serve the Chapter's information and educational needs
To provide educational information on community associations
To provide information on our Chapter's programs and activities

OPERATING METHODS

This committee meets monthly to:

1. Plan future issues.
2. Review the status of articles/items for the immediate, upcoming issue.
3. Reviews various suggestions, holds discussion and votes on the *HOA Living Magazine* Committee operating matters.

COMPOSITION OF THE HOA LIVING MAGAZINE COMMITTEE

Editor
Committee Chair
Assistant Editor/Proof Reader
Contributing Editors
Photographers
Printer
Graphic Artist
Executive Director
Chapter President

Ideal number of members: 15, including two to three photographers. Typically, the ex officio members, graphic artist and printer would not be included in this membership goal.

The *HOA Living Magazine* Committee reviews various suggestions, holds discussion and votes on matters analogous to this newsmagazine.

INDIVIDUAL RESPONSIBILITIES:

Editor:

Delegates assignments to contributing editors
Receives articles and other items as submitted by the executive director
Writes editor's letter
Edits articles
Submits to printer
Assists in proofreading the first proof
Resubmits to printer

Committee Chair:

Prepares meeting agenda and assignment sheets
Schedules meetings and location
Chairs Committee meetings together with the editor
Performs follow up of articles/promos/various items
Works closely with the editor for timely submission of articles/promos/various items
Works closely with graphic artist on final proof, approving to go to print

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Assistant Editor/Proof Reader

**Assists and provides support to the editor and committee chair
Capable of filling the role of editor in his/her absence
Proofreads**

Contributing Editors:

**Procure articles/items as assigned at monthly meetings
Follows for articles to be of substance, acceptable format and completed in a timely manner
Write articles as assigned (routine and random assignments)
Obtains author/subject(s) photographs
Submit all articles to the Executive Director (Executive Director will forward these articles to the Editor and Committee Chair**

Photographers:

Secures photographs for Chapter functions, article authors and the Community Spotlight articles