



RHA Board of Directors Job Description

Newsletter Chairperson

The newsletter chairperson shall:

- Work with the HOA Board to determine publication dates for neighborhood newsletter. Usual number of publications per calendar year is five (5),
- Gather news from a variety of sources including the HOA Board, neighbors, City of Richardson, and Richland Elementary School. May take photographs of newsworthy activities for publication in the newsletter. **NOTE:** Keeps signed "permit to publish" slips for individuals who are photographed for publication. (Permits not needed for group shots at any public activity.),
- Work with advertisers who wish to place ads in the HOA newsletter. **NOTE:** This does not include designing the advertising to be used. Advertisers must submit information either by e-mail or in hard copy that can be scanned into the computer,
- Write, edit, design and lay out the newsletter,
- Deliver the newsletter to a printer either electronically or in person,
- Pick up the newsletter and sorts it by blocks for delivery,
- Work with volunteer groups, block captains or others to deliver newsletters to neighborhood front porches. Keep 6 copies for archives and delivers extra to HOA Board president and Block Captain coordinator,
- Invoice advertisers once the publication is distributed. Invoices may be sent electronically if possible. If advertisers are not in the neighborhood, mails a copy of the newsletter to them along with the invoice. Advertisers send payment to the newsletter chair who then delivers it to the HOA treasurer,
- Mail additional newsletters to key officials in the City of Richardson and Richland Elementary,
- Maintain a newsletter notebook with back-up information, invoices and a copy of each newsletter for archives,
- Report monthly to the Board of Directors concerning the activities of the Committee,
- Attend each Board of Directors meeting,
- Be a member of the association,
- Have a term of one year,
- Be elected at the annual general membership meeting,
- Be a regular member of the Board of Directors, and
- Perform such other duties as the Board of Directors may prescribe.