

The Newsletter Committee serves at the pleasure of the Crystal Lakes Road and Recreation Association Board of Directors. All final decisions are the responsibility of the CLRRA Board of Directors.

NEWSLETTER COMMITTEE CHARTER

APPROVED: November 20, 2010

PURPOSE:

The newsletter is a publication of the Crystal Lakes Road and Recreation Association. The purpose of the newsletter committee is to publish information to the property owners as requested by the CLRRA and CLWSA Boards and their committees, the General Manager and the office, and to report events of interest. The newsletter committee will facilitate the flow of information, promote high standards and ethical behavior, foster excellence and encourage diversity. The newsletter has written policies to support this Charter.

NAME:

The Name of the Crystal Lakes newsletter, selected as a result of a "Name the Newsletter" contest, shall be the "Wapiti Bugle".

COMMITTEE MEMBERSHIP:

This committee shall consist of at least five (5) members. All committee members must be approved by the CLRRA Board. All members must belong to Crystal Lakes Road and Recreation Association and must be members in good standing.

DUTIES:

The duties of the newsletter committee shall be to gather information, prepare, edit, solicit ads, publish and mail the newsletter to Crystal Lakes' property owners.

SUBSCRIPTIONS AND ADVERTISEMENTS:

One newsletter is provided to each primary lot. Additional subscriptions are available for a fee, the amount to be listed in the Associations' Schedule of Dues and Fees. Advertising space is sold to entities for a fee as established by the newsletter committee.

GOALS:

1. To publish at least six (6) newsletters each year.
2. To recruit new committee members when needed.
3. To keep the property owners informed of current community items of interest.
4. To publish upcoming events in a timely manner.

The CLRRA Board will review the Charter each November.

WAPITI BUGLE POLICIES

APPROVED: October 18, 2003

Reviewed: January 15, 2010

1. The *Wapiti Bugle* is an independent, impartial publication and will not serve any special interest group.
2. The *Wapiti Bugle's* Committee and any individuals contributing articles to the newsletter will make every effort to be factual, accurate, thorough and informative.
3. The *Wapiti Bugle's* Committee and any individuals contributing articles to the newsletter will refrain from expressing personal opinions in news articles.
4. The *Wapiti Bugle* will be a positive publication and will not be a vehicle for personal attacks, charges affecting anyone's reputation or moral character or any other negative form of journalism.
5. Should matters of health and/or safety require reference to a property owner that may cast that property owner in a negative light, that property owner will not be identified in any way that would provide positive identification.
6. The *Wapiti Bugle* will continue to follow the policy of not accepting letters to the editor.
7. If the newsletter has a column concerning property owners' questions, concerns and comments, property owners may write to the newsletter or Board with their concerns. Answers will be obtained from an appropriate source and the concern and response could be published in this column. Correspondence requiring action must be signed.
8. The *Wapiti Bugle's* Committee understands that editing consists of changes in sentence structure, grammar, punctuation, etc., and will refrain from changing the content of a contributor's article.
9. Should any content revision be deemed necessary to a contributor's article, the committee shall make every effort to contact the contributor for his/her authorization of the changes prior to publication.
10. The *Wapiti Bugle's* Committee will meet regularly to assign articles, discuss layout and edit each issue.
11. All articles for publication must be submitted by the deadline published in the previous month's publication.
12. Any property owner(s) desiring to offer a compliment or a criticism to the newsletter committee, the office personnel or the Board(s), shall be able to do so verbally or in writing and the compliment or criticism will be communicated to the appropriate persons in a timely manner.
13. The *Wapiti Bugle* Committee provides a communication medium between the CL Boards, CL Staff, CL Committees and the CL Property Owners. If the Road and Recreation Board and the Water and Sewer Boards want information or decisions made at their meetings published, that information should be submitted to the Bugle Committee in writing.
14. Whenever possible we edit a wordy article and make it more concise, removing unnecessary prepositional phrases. After editing we always send a copy back to the article's author for their approval.
15. The *Wapiti Bugle* does not accept unsigned articles.
16. The *Wapiti Bugle* Committee retains the right to determine which articles, except for the Boards' and Management's communications, will be included in the *Wapiti Bugle*. If an article **does** meet the criteria for acceptance, but there is not sufficient room to publish that article, every effort will be made to include that article in the next publication.
17. All advertising must be paid for prior to the publication of that ad.

18. Inclusion of advertising is limited to space only and to meet the *Wapiti Bugle's* priorities. The *Wapiti Bugle* will continue to maintain a balance between communicating and entertaining Crystal Lakes' property owners and providing space for appropriate advertisers. This may mean that if there is not sufficient space for a new advertiser, that advertiser will be placed on a waiting list.
 19. The *Wapiti Bugle* **does not** provide space for classified and personal ads.
 20. Advertising is to be of service to the Crystal Lakes' community, is to be reasonably priced and is not intended to pay the total publication costs.
 21. Except for the July/August issue, which we change to include the Annual Fishing Derbies, we adhere to our deadlines to maintain a cost-efficient relationship with our printer and to publish/mail newsletters before the Board Meetings.
 22. The *Wapiti Bugle* Committee will adhere to the attached "Code of Conduct."
 23. The *Wapiti Bugle* will continue to add necessary policies as voted and approved by the Bugle's Committee.
 24. Art work or any other contributions to the *Wapiti Bugle* will be acknowledged.
 25. Copies of the *Wapiti Bugle* and individual articles will not be provided to individuals other than *Wapiti Bugle* Committee members and Crystal Lakes board presidents prior to publication.
- (Approved by the CLRRRA Board 1-15-10.)

Behavior Standards for Crystal Lakes' Wapiti Bugle Committee Members

Attitude: *We are responsible for creating a positive experience at Crystal Lakes.*

I have the attitude that I am a co-owner of CL and reflect this in my actions.

I take care of our CL property and equipment.

I take responsibility for my attitude and actions.

I treat others with dignity and respect, rudeness is not acceptable.

I am compassionate, caring and cooperative.

I am supportive and flexible when change occurs.

I identify opportunities for improvement.

I take a proactive approach to problem-solving.

If a problem is identified, I first ask, "What can I do to help resolve the situation?"

I have a 'can do' versus "that's not my job" attitude.

I volunteer not to gain recognition for myself but for the good of our CL community.

I choose to dwell on the positive rather than the negative.

Communication: *We talk, listen and interact with others in a way that is consistent with our values.*

I communicate in a respectful and professional manner.

Non-verbal communication is as important as what I say.

I listen attentively to others to fully understand their needs before responding and ask questions when needed.

I communicate my issues first to the committee, where they are discussed, before submitting them to the Board.

I use proper manners.

Before I speak, I consider who might be listening and what is appropriate in that situation.

I have the courage to communicate issues directly and honestly with people.

I do not gossip.

I keep current on Crystal Lakes' information.

I respond to others in a timely manner.

Commitment to the Crystal Lakes' Team: *We rely on fellow volunteers, employees, Board members, and property owners, and they rely on us to accomplish our mission.*

I show respect to all members of the Crystal Lakes' team: volunteers, employees, Board members and property owners.

I help new or less experienced volunteers feel welcome.

I promote others by describing them in a positive way.

I respect the privacy and confidentiality of my fellow volunteers.

I arrive on time to work and to attend meetings.

I do the right thing, because it is the right thing to do, whether anyone is watching or not.

I respect the strengths each person brings to the team.

I am a team player.

I follow through when I make a commitment.