Fairway Village Homeowners Association

Policy #600.25.Job Description The Villager **Name: The Villager Committee**

Rescissions of Job Description:
This update rescinds and supersedes all job descriptions approved on this subject prior to 6/11/2025.

Purpose: The *Villager* newsletter is the official publication of the Fairway Village Board of Directors (BOD). Produced and delivered by The Villager Committee, it serves all residents of Fairway Village.

Its mission is to deliver informative, accurate, and engaging content that enhances community life. Residents are welcome to submit articles, which may be edited for clarity and space.

Editorial Standards

- The *Villager* will not promote political, religious, commercial, or personal agendas.
- Priority is given to content relevant to the majority of residents.
- All articles must include a byline and contact information (name, phone, email).
- Controversial topics must be presented fairly and with balance.
- All facts must be verified and properly sourced; opinion will be clearly identified.
- Libelous, inflammatory, or copyright-infringing content will not be published.
- Content for the newsletter must align with HOA governing documents and BOD policies.
- The BOD has final authority over all published content.

Newsletter Publication

- Published monthly at a consistent time.
- Length determined by available content and advertising.
- Advertising:
    - Subject to BOD-approved fee schedule and space limitations (goal would be 25% of total layout).
    - Ads must be appropriate and, where applicable, include licenses or bond numbers.
    - Political/religious group announcements from residents may be printed at no charge, including contact details.

Committee Structure & Responsibilities

Managing Editor (Committee Chair)

- Oversees all newsletter content and staff.
- Coordinates with the BOD liaison to ensure compliance and address concerns.
- Leads volunteer recruitment and training.
- Manages editorial workflow, communications, and budget preparation.
- Designates an acting chair when absent.

Production Editor(s)

- Ensures content layout, spacing, and visual appeal.
- Finalizes and delivers the publication to the printer and HOA Office.

Proofing Editor(s)

- Reviews layout and articles against original content.
- Manages proofing and printing logistics.
- Submits corrections to Production Editor.

Copy Inputter(s)

- Formats and inputs all content, ensuring stylistic consistency.
- Arranges ads per policy and maintains classified ad records.
- Coordinates clubhouse event listings with the HOA Administrator.

Advertising Manager

- Manages advertiser relationships and ad submissions.
- Coordinates ad content with Graphics Specialist(s).
- Supplies advertiser billing list to HOA Administration and follows up on overdue payments.
- Maintains advertising records in coordination with HOA.

Graphics Specialist(s)

- Designs ad layouts based on advertiser materials.
- Provides proofs to advertisers for approval.
- Manages all graphic elements used by The Villager, as needed in the Directory, and on The Villager's webpage.

Reporters/Contributors

- Write assigned or voluntary articles and columns within guidelines.

Office Manager

- Prepares and distributes meeting minutes.
- Manages committee rosters, calendars, and supply orders.

IT Consultant(s)

- Provides technical support for newsletter production systems.

Delivery Manager

- Coordinates newsletter pickup, assembly (if needed), and distribution logistics.

Additional Support Staff

(Not counted toward meeting committee quorum; participation optional)

- **Proofreaders**: Verify spelling, grammar, style, and factual accuracy.
- **Delivery Staff**: Distribute the newsletter to residents.
- **Photographers**: Capture images for use in The Villager.

Membership Requirements

- Committee members must be Fairway Village residents in good standing unless special skills are needed.
- All members are approved by the BOD.
- Members may not enter contracts or commit HOA funds.
- Relevant experience is preferred and should be noted on applications.
- Advertising, production, and delivery team managers or representative are expected to attend monthly meetings (in person or virtually).

Meetings

- Held monthly on a designated date and time.
- Minutes are posted on the HOA website.
- Meetings nominally follow Robert's Rules of Order.
- The BOD liaison and HOA Administrator may attend but may not vote, chair, or call meetings.

Terms of Service

- Standard HOA committee terms are one year (January–December), renewable for up to five years with a sixth year at the discretion of the BOD.
    - Due to the specialized nature of this committee, term limits may be waived if a variance is requested.
- Member rosters are submitted to the HOA Office by November 30th each year.
- Resignations and vacancies will be reported to the BOD and published in The Villager.
- New members must be BOD-approved.

Governance & Reporting

- Committee reports to the Managing Editor, who reports to the BOD.
- The Advertising Manager provides billing details to HOA Administration.
- Annual budgets are prepared by the committee and approved by the Board.

Volunteer Expectations

- Time commitment: 100+ combined hours per month.
- Volunteers must sign and adhere to HOA ethics, confidentiality, and code of conduct policies.

Approval and Review

- This job description is approved by the BOD on 06-11-2025.
- Reviewed annually or as needed.

John Castino, BOD President 06/11/2025

Signature: John C Castino
John C Castino (Jun 11, 2025 14:38 PDT)

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Rob O'Gorman, Secretary 06/12/2025

Signature: Rob O'Gorman (Jun 12, 2025 09:33 PDT)

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