

NEW HORIZONS SOUTH BAY ASSOCIATION

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(310) 325-3080 Fax (310)325 8926

CHARTER PUBLICITY & NEWSLETTER

PURPOSE:

Publish a weekly newsletter and provide publicity as authorized by the Board of Governors for the purpose of informing residents and owners of items affecting New Horizons living and ownership. These items include but are not limited to the following:

- Board of Governors reports and actions.
- Authorized committee meetings and activities.
- Resident and guest rules and regulations.
- Education and informational items relating to condominium living.
- Raise advertising revenue to defray costs incurred in publishing the newsletter.
- Monthly calendar of events.
- Provide access to owners with different viewpoints on subjects of important issues.

ORGANIZATION:

The committee is comprised of volunteer representatives of the Association. The chairman is an elected member of the Board of Governors and members of the Committee are listed within the form (NH-17 Rev. 3/73) provided for that purpose and available in the office.

The organization of the committee is as follows:

- Chairman
- Deputy-Chairman
- Secretary

Newsletter Staff consisting of the following:

- Editor
- Assistant Editor
- Advertising Manager
- Advertising and distribution personnel

RESPONSIBILITY AND DUTIES

Committee Chairman

1. Review established "Charter for Committee Chairman" and proceeds accordingly.
2. Obtains volunteers to assist in preparation and publication of the newsletter and related matters. Updates list of committee members and phone numbers to maintain current status.

3. Presides at all committee meetings and represents the committee at the Board of Governors meetings.
4. Prepares annual budgets and accomplishments.
5. Approves payments of all authorized bills.
6. Checks all articles and ads submitted for inclusion in the newsletter for conformance to good taste, accuracy of facts, and the high standards required by the Board of Governors.

Deputy-Chairman

Performs all functions of the chairman in his absence except: make motion or vote on matters being considered by the Board of Governors.

Secretary

Takes and prepares minutes of the meetings. Minutes are submitted to the chairman for review and use in preparing monthly report to the Board of Governors.

Committee members

Responsible for attending committee meetings and assisting the chairman in accomplishing the objectives and responsibilities of the committee

PRINCIPAL FUNCTIONS

1. Arranges for publication and distribution of the New Horizons Newsletter.
2. Secures publicity for activities or events sponsored by New Horizons committees including those directed by the Board of Governors.
3. Raises revenue by publishing advertising in the newsletter. Sets advertising rates to offset expenses incurred in publishing and distribution with the objective of minimizing subsidy by the Association.

It is mandatory that all Funded Committees clear with the Budget Committee, and the Board of Governors, any transfer of budgeted funds to non-budgeted use, as well as the disposal or transfer of Association funds or equipment.

Nothing in this charter authorizes the acquisition of Asset property, signing of contracts binding upon the NEW HORIZONS - SOUTH BAY ASSOCIATION nor disposal of NHSBA property without prior authorization and concurrence of the Board of Governors