



SCE PUBLIC INFORMATION COMMITTEE (PIC) VOLUNTEER JOB DESCRIPTION AND QUALIFICATIONS

SCE Bylaw Description:

Section J. Public Information Committee

The Public Information Committee shall ensure communication to all members of items of interest or information, including but not limited to the publication of a regular association newsletter or newspaper and occasional special news bulletins, and the posting of notices in the Association office.

Purpose of the Committee

The Public Information Committee (PIC) works in conjunction with the Board of Directors, Community Management, and the community by gathering information to keep Saw Creek residents up to date on the news and events in our community and surrounding areas.

The function of the Committee is to:

- To ensure communication to all members of items of interest or information; to promote member and public information;
- Assist in the development of stories and news items for the Saw Creek News, monthly bulletins and website content;
- Be responsible for researching and compiling relevant content for the Saw Creek News, monthly bulletins and website content;
- Work with other committees and Community Management to identify, provide and publicize content for activities, events and meetings;
- Review and proofread all Saw Creek News articles submitted and compiled for publication, including “special” editions, i.e., election, budget, etc.;
- Write articles and captions for submission, along with photographs, for the Saw Creek News;
- Post appropriate notices in the designated area of MSO’s Lobby for members to review;
- Collaborate with members to gather “stories” for current and future public interest purposes.

Eligibility for appointment:

Members should have access to a PC or other tools to assist with the production of the Association’s communication materials. Members should possess some level of experience with basic writing capabilities; have editing skills, be organized and detailed. Good communication and collaboration skills are a must, as well as attention to detail and ability to work on deadline. Ability to uphold the mission and vision of the Association in all work related to the committee.

Formal education in the publication field is not necessary, but some demonstrated experience with writing, photography or related fields is highly desirable.



Summary of Additional Responsibilities:

Content Recommendations: PIC shall be responsible for gathering and recommending articles of interest and information for publication in the Saw Creek News and monthly bulletins for distribution to the community at large. This can be accomplished by writing and submitting content, soliciting articles from community members, conducting interviews, reprinting articles or excerpts from other sources (with approval, when required) and helping to ensure regular submission of articles by other standing committees of the Board.

Publications & Media Outlets: Content may be submitted and recommended for publication in any of the existing community publications and/or media outlets including the Saw Creek News, monthly bulletin, website, various social media sites, email and direct mail. All committee submissions are considered to be recommended content, subject to editorial review. The publication and editorial review processes are Community Management responsibilities. For the Saw Creek News, the Board and/or Community Management reserves the right to prohibit any content which, in its sole discretion, is contrary to the mission, goals or purposes of the Association.

Submissions: The committee shall adopt and adhere to reasonable standards for all content received from contributors and submitted for publication. Such standards shall include, but are not limited to the following:

- a. Print ready – complete, formatted, proofed for spelling, punctuation and grammar;
- b. MS Word (.doc, docx) is the preferred format for all articles and information.
- c. JPEG format for all artwork and photo submissions (*Embedding pictures in MS Word is not recommended as this degrades the quality of the images. Placing of images inside a document is for reference only. Include images separately (.jpg) for printing.*)
- d. All hand-written, email or other formats shall be converted to .doc or .docx prior to submission for publication.

Editorial Policy: The committee shall only have editorial review for articles and information created or submitted by the PIC. Committee editorial review shall include consideration of subject matter, relevance, format, spelling, punctuation and grammar and shall be undertaken prior to recommending any article for publication or distribution. All content recommended and submitted for publication may be subject to limitations on space, content, subject matter and editorial review by the Board and/or Community Management.

Editorial Calendar: Community Management in conjunction with the printer will set the Editorial Calendar for each edition of the Saw Creek News and monthly bulletins.

Reporting: The PIC Committee Chair will provide a list of article submissions, per the Editorial Calendar, to MSO and its Board Liaison. MSO will provide a list of same to the PIC Committee Chair and Board Liaison.