

## BIRCHWOOD LAKES NEWS PUBLICATIONS POLICY STATEMENT

### **PURPOSE:**

The Birchwood Lakes Community Association Board of Directors supports print and electronic publications that provide news and information of interest to the Birchwood Lakes community. The current print publication is “The Birchwood Voice”, the website is: [www.birchwoodlakes.net](http://www.birchwoodlakes.net).

### **RESPONSIBILITY:**

The Communications Committee consists of volunteers and members appointed by the Board. The committee solicits articles and photos that it deems pertinent and of interest to residents, edits the submissions for clarity and length and prepares the submissions for print or web publication. The committee manages the operation of the publications and determines their contents. Members of the committee may act as reporters or photographers, or submit regular columns.

The Board has the ultimate authority over content and format, but the committee operates independently in the day-to-day management of the publications. The Board must review all substantial changes or revisions to the standard format or scope of either publication before the changes are published.

### **GUIDELINES:**

- Articles should be written in a factual and positive style in approximately 350 - 400 words.
- Opinions or editorials should be clearly delineated from factual articles and may not be inflammatory, derogatory, obscene, libelous or political in nature.
- Articles, unless otherwise approved by the Board of Directors, should be of local community interest, featuring important news or events and updates of committee activities.
- Articles may be written by Board and committee members and by residents of the community.
- Featured columns in the Birchwood Voice may be solicited and continued or discontinued at the discretion of the committee.
- The most timely information will be posted on the website. General information is published in print with background information so that residents without access to the web can be informed.
- The editor will be responsible for determining correct spelling, punctuation, grammar appropriateness and length of all articles.

Sheila Salmon, August 10, 2010