

Communications

Purpose:

To inform the Birkdale Community of specific and important information about the Community and Association and provide general information that may benefit certain members according to their personal interests.

Authority:

Publish the monthly Birkdale Bulletin and maintain the community website (www.birkdaleonline.com).

Composition:

The newsletter editor/webmaster will allow at most least twenty (20) hours per month in the gathering, editing, creating, publishing of the newsletter and updating the website. This position is compensated monthly. The compensation is determined at the annual budget meeting in September and effective the following January.

Responsibilities:

- Minimum Requirements:
 - President's Message
 - Financial Report
 - All committees or groups that are either formed by the Board of Directors or funded by the BCA budget shall provide information.
- Organizations that represent the Community or may have information of interest to the members are invited to contribute provided the information is not of an advertisement nature.
- The newsletter will be published monthly and delivered by the 1st of the month
- Contact information for the Board of Directors, the managing agent and the chair of all BCA committees and groups.
- The editor of the newsletter has the authority, at his/her discretion, to edit for content, grammar, and length of the article.
- No paid advertisements shall appear or be published in the Birkdale newsletter. Paid advertisements are to be placed in the Birkdale Classifieds, see below.
- Non-paid advertisements or special graphic announcements: Every group, social or non-social will be allowed to submit along with their article no more than one graphic for the purpose to attract special mention to an upcoming event. This will be no larger than one-third page and should be near the article, or on a successive page, space permitting.
- The use of pictures: At certain times pictures may be used in an article to enhance a story or included in the newsletter to promote or show events that happened in our community. Any group is allowed to submit pictures; however, the use, size, amount and placement of the pictures will be left up to the discretion of the newsletter editor.
- Website will contain:
 - Similar information from Newsletter
 - Newsletter Archive
 - Board Minutes Archive
 - Governing Documents
 - Exterior Alteration Form and Rules Violation Complaint Form

Replaced documents:

[Birkdale Newsletter Guidelines – November 12, 2007](#)

Birkdale Committee Handbook-Revision adopted May 2015. Birkdale Community Association