

Assistance League® of Salt Lake City

Chapter Newsletter Policies

Production of the chapter newsletter shall be a responsibility of the Member Services Committee. The Member Services Chairman will appoint the Chapter Newsletter Editor. The purpose of the chapter newsletter shall be to inform and educate members about chapter activities.

The duty of the Chapter Newsletter Editor shall be to prepare and distribute three or four chapter newsletters per fiscal year.

The Chapter Newsletter Editor shall oversee the editorial content, layout, design, and other facets of production, and may delegate tasks relating to the publication and distribution of the chapter newsletter to members as deemed necessary.

Editorial Guidelines

- Content shall be nonpolitical and nonreligious.
- Content shall comply with Social Media Policy guidelines.
- The newsletter shall not advertise or promote a member's business or profession.
- Topics may include chapter programs, functions, operations, members, events, chapter history, and information from National Assistance League. External information relevant to Assistance League of Salt Lake City may be included.
- Distribution will be primarily by an e-newsletter.
- The chapter newsletter shall comply with the ALSLC style and layout guidelines and the Standards for Written Material.
- Honor members' Consent Regarding Photographs preferences on file.