



WOODGROUP SA INC

NEWSLETTER

POLICY STATEMENT

www.woodgroupsa.org.au

1. BACKGROUND

One of the services Woodgroup SA Inc can offer its member clubs is to produce a Newsletter that effectively communicates and shares information amongst its members.

The Newsletter has traditionally been an important communication method by which Woodgroup SA has disseminated information to its members. It also communicates with other like bodies around Australia and New Zealand.

It has financial support from businesses that advertise within the Newsletter.

The implementation of a new organizational structure has changed the nature of its membership base and it no longer has the detail to mail directly to individual people in the Network of Clubs that are now its members.

2. ROLE OF NEWSLETTER EDITOR - Woodgroup SA Inc empowers the Executive Committee to appoint and direct an editor to organize and coordinate the production of the Newsletter..

3. AIMS AND OBJECTIVES OF THE NEWSLETTER.

- 3.1. To provide a bi-monthly Newsletter that promotes quality communication for its members. While Woodgroup SA recognizes that the Clubs are its members it accepts that each edition should include information of interest to its affiliates.
- 3.2. Under the guidance of the Executive Committee, to encourage Clubs and their members to continuously submit articles that supports the intent of the newsletter.
- 3.3. To use cost effective means to print and distribute each edition of the newsletter so that it reaches its audience in reasonable timelines and within budget estimates approved by the Board.

4. GUIDELINES

- 4.1. Distribution Methods.
 - 4.1.1. The Newsletter is to be placed on the Woodgroup SA web site and distributed by email to each member Club immediately they are published. The editor should also include a link so that members can access the newsletter from the website.
 - 4.1.2. Each member Club will be responsible for distributing the newsletter to its members and the costs incurred.
 - 4.1.3. Copies of the Newsletter sent to external organisations should normally be emailed. Others will be distributed at the discretion of the Editor.

5. BUDGETS

- 5.1. The publications are to be published within budget estimates approved by the Board.
- 5.2. The Executive Committee shall, by 30 April each year, prepare and submit a budget covering income and publishing costs.
- 5.3 All financial transactions must be recorded and processed through Woodgroup SA's Financial Accounts using existing financial systems and banking institutions as directed by the Treasurer of Woodgroup SA Inc.
- 5.4 All deposits are to be made only into the Woodgroup bank account and shall be presented direct to the official banking institution and NOT to the treasurer. All receipts and relevant deposit receipts are to be delivered/posted to the treasurer.



WOODGROUP SA INC EXECUTIVE COMMITTEE OPERATING PROCEDURES – NEWSLETTER

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1. CONTENT

1.1 It should be noted that Show and Tell at local club level is not considered as relevant content for the Newsletter. The content of the Newsletter is meant to communicate the following:-

- Reports of Club activities, especially on those which have significant local importance – eg success with grant applications, development of Club premises etc.
- Interesting club or individual projects, especially with photographs
- Recognition of individual excellence and achievement. Clubs should report on such matters.
- Trees and Timbers,
- Member Profiles,
- Members and their Sheds,
- Articles involving Woodworking processes, techniques etc.
- Articles from other Newsletters or researched from the net,
- Woodworking Tips,
- Library News,
- Exhibition promotions,
- Book and DVD reviews
- Letters to the Editor, and
- Company advertisements

1.2 Two Clubs per Newsletter are to forward articles of a length that fills up to two A4 pages. A schedule is to be forwarded to clubs that will suggest that two clubs are scheduled per Newsletter per edition. Clubs are encouraged to forward articles at any time and not just in their scheduled time slot

2. FINANCE

2.1 At the direction of the Treasurer all monies deposited into the Woodgroup bank account, are to be presented direct to the official banking institution and NOT to the treasurer. All receipts and relevant deposit receipts are to be delivered/posted to the treasurer. All deposits are to be made only to the Woodgroup SA Inc financial banking institution.

2.2 The Editor shall prepare and submit to the Executive Committee by mid April each year a budget covering the income and publishing costs of producing the Newsletter.

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