

# Chapter Newsletter Committee

**\*\*Up to 25 hours of Appraisal Institute continuing education (CE) credit may be earned for service to the Appraisal Institute. Please refer to Regulation No. 10: Continuing Education for more details.\*\***

The Chapter Newsletter Committee is a group of qualified members from which a workgroup is appointed that recruits members and other real estate professionals to write special articles for the quarterly (or other frequency) newsletter, takes pictures at Chapter meetings and special events for publication in the newsletter, contacts potential advertisers, obtains reports from the Chapter President, Executive Director, Committee Chairs, and Project Team Chairs and design the newsletter for online publication.

## Reporting

The Chapter Newsletter Committee shall report to the Chapter Board of Directors.

## Composition

If provided for in the Chapter Bylaws, the Chapter Newsletter committee shall consist of:

- A Chair, and;
- A minimum of two (2) other members who shall be appointed by the Chapter President.

## Duties

The Chapter Newsletter Committee recruits members and other real estate professionals to write special articles for the quarterly (or other frequency) newsletter, takes pictures at Chapter meetings and special events for publication in the newsletter, contacts potential advertisers, obtains reports from the Chapter President, Executive Director, Committee Chairs, and Project Team Chairs and design the newsletter for online publication.

## Diversity

It is the goal of the Appraisal Institute to foster a corporate culture that so thoroughly embraces diversity that it no longer needs a diversity committee or diversity initiative; diversity is integral to every aspect of the Appraisal Institute.

The Appraisal Institute is committed to being an organization that encourages and supports the perspectives and talents of every individual and embraces all people interested in pursuing a professional appraisal career, enabling all to contribute at their highest potential. Diversity also includes political and opposing opinions. The Committee Chair should make sure the committee members with differing opinions are free to express their opinions during meetings.

## Chapter Newsletter Panel Chair

### *Minimum Qualifications*

- Be a Designated Member or Candidate of the Chapter in good standing
- Continuing education is complete
- Have not been subject to a publishable disciplinary action by the Appraisal Institute within the five (5) years prior to election or appointment
- E-mail address and Web access

### *Desirable Qualifications*

- Working knowledge of Publisher or internet program for newsletters
- Good communication, writing, proofreading and editing skills
- Web savvy

## **Chapter Newsletter Panel Member**

### *Minimum Qualifications*

- Be a Designated Member or Candidate of the Chapter in good standing
- Continuing education is complete
- Have not been subject to a publishable disciplinary action by the Appraisal Institute within the five (5) years prior to election or appointment
- E-mail address and Web access

### *Desirable Qualifications*

- Working knowledge of Publisher or internet program for newsletters
- Good communication, writing, proofreading and editing skills
- Web savvy