



Central Florida HIV Planning Council	
Bylaws Reference: Not Applicable	
Program procedure: CFHPC-POLICY-	
Title:	Effective: 02/28/2018 Revised: 12/11/2018, 1/30/19
<u>Newsletter</u>	

Purpose:

The purpose of the Newsletter published by the Central Florida HIV Planning Council is to serve as a vehicle for communicating among the HIV community, and as a voice of our PR & Marketing Committee to communicate full and accurate information about the activities, purposes and goals of the Planning Council to the HIV community as well as in the broader community.

Policy:

A newsletter shall be published on a regular basis that provides up-to-date information pertinent to the HIV community and that is relevant to the goals of the Planning Council. Articles deemed useful to the community, from other sources, including members and associate members of the Planning Council, may be included in the publication.

Procedure:

The PR & Marketing Committee shall be responsible for the Newsletter publication.

1. The Newsletter shall be named "The Red Ribbon Times".
2. Publication shall be quarterly and shall be named according to the volume (Vol. 1, Vol. 2).
3. The Planning Council Support (PCS) Office shall act as the editor of the publication and shall facilitate the planning of content, offering recommendations to the Committee for consideration regarding articles. PCS shall also recommend deadlines for issues to ensure that the timing of publication is consistent with these policies.



4. Articles for publication shall be submitted to the PR & Marketing Committee no later than 60 days before the publication date.
 5. Whenever possible, PCS shall submit a draft copy of the Newsletter for review by the entire PR & Marketing Committee. The Chair or at least one member of the Committee shall review the draft.
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- When possible, the publication shall highlight a personal story, Dear Ryan question, Planning Council update, National HIV Strategies, Test & Treat information, and bulletin. In general, positions of the Planning Council on any matter shall be clearly identified as such when published in the Newsletter. All unofficial opinions, statements, and calls to action from members or associate members shall be accompanied by the member's or associate member's name. Anonymous submissions shall not be accepted.