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Communications & Publications Committee Policies & Procedures

Approved by the Communications & Publications Committee: June 22, 2026

Purpose

The Communications & Publications Committee (CPC) supports communication between the Sandia Heights Homeowners Association (SHHA) and the Sandia Heights community through publications, electronic communications, and related outreach activities.

The CPC works closely with SHHA staff, Board members, committees, volunteers, and contractors to ensure that Association communications are accurate, timely, informative, and useful to residents.

Responsibilities

The CPC shall:

- Publish and maintain *The GRIT* newsletter.
- Publish and maintain the Resident Guide & Directory.
- Support communication initiatives of the Association.
- Assist with website content and publication-related communications.
- Assist with advertising and sponsorship opportunities related to Association publications.
- Work with SHHA staff, the Information Technology Committee, and outside contractors as needed to fulfill these responsibilities.
- Recommend communications-related policies to the Board.

The GRIT

The GRIT is the official newsletter of the Sandia Heights Homeowners Association.

The GRIT serves as a communication channel between SHHA and the Sandia Heights community and provides information, news, educational content, announcements, and community contributions relevant to residents.

The format, publication schedule, and distribution methods of *The GRIT* shall be determined by the CPC and approved by the Board as appropriate.

As of 2026, the print frequency is monthly.

Resident Guide & Directory

The CPC shall oversee the publication and maintenance of the Resident Guide & Directory.

The format, publication schedule, and distribution methods of the Directory shall be determined by the CPC and approved by the Board as appropriate.

As of 2026, the print frequency is yearly.

Editorial Oversight

The CPC shall establish and maintain editorial standards for SHHA publications.

The Committee may designate editors or editorial volunteers to manage day-to-day editorial operations, subject to CPC oversight.

Editorial standards and publication criteria shall be maintained in separate Editorial Policy and Style Guide documents.

Dispute Resolution

The CPC shall make reasonable efforts to resolve disputes regarding publication decisions, editorial actions, or content suitability.

If a dispute cannot be resolved by the CPC, the matter may be referred to the Executive Committee.

If necessary, the Executive Committee may refer the matter to the full Board for final resolution.

Content under active dispute shall not be published until the dispute is resolved.

SUMMARY OF CHANGES

This revision refocuses the Communications & Publications Committee Policies & Procedures on committee governance and responsibilities.

Key changes:

- Retains the Committee's responsibilities for The GRIT, the Resident Guide & Directory, website communications, and related publication activities.
- Moves detailed editorial policies, contributor guidance, and publication standards into separate documents.
- Retains the existing dispute-resolution process.
- Removes operational details that may change over time, such as publication frequency, distribution methods, website features, and website access controls.