

Venice Neighborhood Council

Motion:

_____ -2026-VNC (assigned post AdCom)

Committee: Rules and Elections

TITLE: **Amended Standing Rule 24--Duties of Outreach Chair**

PURPOSE: As press releases, newsletters and related materials are more properly characterized as communications, this change will harmonize Standing Rules 23 and 24 to eliminating the overlap that has created friction and confusion about roles and responsibilities in the division of work between the Chair, the Communications Committee and the Outreach Committee.

THE MOTION: **Standing Rule 24 is hereby amended to read:**

Mission: To engage the broad spectrum of Stakeholders for collaboration and deliberation on matters affecting the community including events, issues and projects.

1. Chair Outreach Committee Meeting **and maintain Outreach Committee web page**. Holds regular monthly meetings and special meetings as needed. Creates Outreach Committee meeting agenda and ensures the posting of the agenda and minutes in accordance with the Brown Act and VNC policy.

2. "Organize quarterly Stakeholders meetings and special events" (from Bylaws). Three of the quarterly Stakeholder meetings are generally organized as "Town Halls"; the fourth meeting is the annual Venice BBQ, held in the summer. Event topics are selected by the Town Hall subcommittee of the Outreach Committee composed of the Outreach Chair, the President, the Event Producer (see below) and one or more Board Members.

The Event Producer (appointed by the Outreach Chair) provides continuity of supervision, expert knowledge, communications coordination and a single point of responsibility for all Town Halls. The Event Producer oversees all areas of the events including approval of expenditures, programming, promotion, and physical arrangements. Town Hall content and planning is often delegated to one of the VNC's Standing or Ad Hoc Committees. During the first stages of planning for each Town Hall, the Outreach Officer and Event Producer meet with those helping to organize the event and an event plan is agreed to and put in writing.

3. Coordinate VNC Tabling Activities

The Outreach Committee staffs a table at events throughout the year. The tables distribute literature about VNC and City events, issues and services; provide for direct interaction between stakeholders and VNC representatives; and provide a means for stakeholders to sign up for VNC emails.

- a. Venice Farmers' Market (currently weekly on Fridays)
- b. Other regularly scheduled tables are located at the Venice BBQ, Abbot Kinney Festival and other events as determined by the Board or Outreach Chair.

~~4. VNC Press Releases and email blasts~~

~~Coordinate the design, printing and distribution of VNC literature such as press releases, email blasts, and descriptive pamphlets. The Outreach Chair is responsible for providing and distributing all press releases and edited content for email blast articles. All press releases and email blast articles must be approved by the President. The Outreach Chair is also responsible for relationships with the press, ensuring that the press has access to the Board as necessary, answering press questions and conducting outreach to the press.~~

~~5. VNC Newsletter~~

~~Ensures that a printed newsletter is prepared according to a schedule determined by the Board; works closely with the Newsletter Editor (appointed by the Outreach Chair) to determine editorial budget and helps with copy-editing newsletter content. Responsible for relationships with newsletter vendors (layout, print, distribution), expediting payments and troubleshooting problems.~~

4. Outreach Budget

Works with the Treasurer to budget for Outreach activities. Monitors expenses charged to Outreach budget.

ACTIONS:

Committee Vote: _____(YEA) _____(NO) _____(ABSTAIN)

Heard by VNC Board on: _____ **Moved by:** _____ **Seconded by:** _____

Board Vote: _____(YEA) _____(NO) _____(ABSTAIN)