

NEWSLETTER CREATION PROCESS

1.0 OBJECTIVE

To ensure a newsletter is published and distributed to OFPA members, partners, and mass contacts.

Newsletter will also be published on the OFPA website.

1.0 SCOPE

This procedure applies to the Chair of the Newsletter Committee who is responsible to create the newsletter at a minimum, twice per annum.

3.0 RESPONSIBILITY

Each Board Member is to support the Chair, when needed to ensure the newsletter contains relevant content.

4.0 PROCEDURE

1. Publish the Newsletter twice per year (within one month after the Spring meeting and Fall meeting)
2. Attain speaker notes after the Spring and Fall Meetings from the respective Board Member that was assigned as a note taker
3. Ensure the 'save the date' is included for any upcoming OFPA events
4. Include photos from the most recent OFPA event
5. Include photos and a description of the recipient for any awards provided by OFPA (e.g. Sanitarian of the Year, Student Scholarship, Clive Kingsbury Poster Competition, etc.)
6. Provide a listing of the current OFPA Board of Directors
7. Include a message from the current OFPA President (if applicable)
8. Include a message from the past OFPA President (if applicable)
9. Include any OFPA news in addition to events (e.g., new website launch).
10. Promote Newsletter advertising opportunities within each newsletter
11. Include the advertisement for any organization who has agreed to advertise in the Newsletter
12. Include news stories that are recent and relevant to food safety
13. Include comics related to food safety (if applicable)
14. Ensure formatting, grammar, and content is accurate, and then send out to the Board for their review and suggestions.
15. Upon approval from the Board, provide a final copy to the OFPA Administrator for distribution.
16. OFPA Sustaining Corporate Members can advertise for free in the newsletter – allowing a one page one sided 8" x 11" advertisement. Members who are not SCMs can advertise in the Newsletter for \$75 per edition (specifications on ad size are the same).



Ontario Food Protection Association
Standard Operating Procedures (SOPs)
Newsletter Creation Process

Page 2 of 2

Version: January 7, 2021

5.0 DOCUMENTATION CONTROL

At least once per year the Chair will review this SOP and update it to reflect the activities to make sure that it encompasses the updated procedures.

ISSUE DATE	REVISED DATE	STATUS
	January 29, 2020	SOP Drafted by Steve Boloudakis
	January 6, 2021	A few adjustments by SM Chalouh
	January 7, 2021	Sent to Chair Newsletter Committee, Paul Damaren for updates.
	January 7, 2021	Paul Damaren reviewed and edited.
	January 25, 2021	Denise Horseman sent SOP to BOD for review and vote on Motion to accept.
Insert date		When finalized, and accepted, the SOP will be posted to website