Style Guide Task Force Charge:

The task force will create templates for letters, emails, powerpoints, resources, newsletter, and other documents to give a standardized look to all ARCS communications. The task force will also create a manual to accompany the templates, the Style Guide, to provide further guidance on ARCS branding and styling for committee and board members to use while communicating on behalf of ARCS.

Style Guide Task Force Member Term:

July 2021 - July 2022

DESCRIPTION OF DUTIES:
● Support the charge of the task force
● Attend task force meetings, approximately monthly
● Meet objective deadlines as set by Chair

ORGANIZATIONAL OBJECTIVES:
● Provide a cohesive look and brand for the organization
● Enhance the professionalism of the organization

PROGRAM FUNCTIONS OR OBJECTIVES:
● Creation of Templates for the following document types, using ARCS logo and color scheme:
  o Physical letters
  o Emails, including signature for arcsinfo.org email addresses
  o Invoices
  o PowerPoints
  o Resources
  o ???
  o Other documents as identified by the task force
● Creation of a Manual explaining the usage of the templates created