

## Newsletter Committee

### A. General Responsibilities:

The Newsletter Committee:

1. Encourages the general membership to submit articles for each monthly newsletter.
2. Generates a monthly electronic newsletter using MS Publisher and Adobe PDF Software.

### B. Organization and Tasks - General:

1. The President of WMCA will appoint a Committee Chair, a member of the Executive Committee to act as a liaison and as many committee members as necessary to accomplish the tasks of the committee.
2. At the President's request the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet.
3. The Committee Chair shall prepare certificates for all committee members, which show the member's name, the committee and the year (i.e. 2006-2007) for distribution to the committee members at the Annual Conference.
4. All invoices for WMCA expenses shall be forwarded to the Executive Committee Liaison for review and sign-off prior to being sent to the WMCA Treasurer.

### C. Organization and Tasks –Newsletter:

1. The Chair will assign members of the Committee to be a designated Editor for one or more issues to ensure consistency and formatting.
2. The Chair will send a monthly email notification to the Executive Committee, Committee Chairs, News Committee and Region IX Director soliciting articles for the monthly newsletter designating the current month's Editor and deadline to submit information.
3. Each issue should contain a message from the President, IIMC Region IX reports, IIMC CMC or MMC designations, New Member report, a Featured Clerk biography and notice to membership who to send articles to for the following months newsletter.
4. Other suggested content includes Conference Information, Raffles, Auctions, Scholarships Applications and Awards, Elections, Clerk of Year Nominations and Award, Education opportunities and outcomes, Executive Committee meeting summary, any other Committee news and Committee meeting summaries.
5. Newsletters should be drafted in MS Publisher using the provided newsletter template formatted 8-1/2 x 11 pages with a font no less than a comparable Times New Roman 12.
6. The designated monthly Editor will send a draft in PDF format to the Newsletter Chair and Executive Committee for final review.
7. The designated monthly Editor will send the final draft in PDF format to the Webmaster for distribution no later than the 10<sup>th</sup> of the corresponding month.