

NEWSLETTER COMMITTEE

SCOPE AND PURPOSE

The Newsletter Committee became a standing committee of the Association at the direction of the 1979-80 Executive Council. The goal of the Committee is to inform the membership of the activities of CASFAA through the CASFAA Newsletter.

CHARGE OF THE NEWSLETTER COMMITTEE

Charge of Editor:

1. Provide the membership with a CASFAA Newsletter issue on at least a monthly/bi-monthly basis. Each issue shall include as accurate and complete information as possible about the activities of the Association. The CASFAA Newsletter is a vehicle used to disseminate information about Association business and purposes as indicated in Article III of the Bylaws.
2. Create a work schedule for each issue.
3. Solicit advertisements, provide invoices to advertisers, and submit funds to Treasurer. Work closely with Fund Development.
4. Coordinate with the Membership Services Chair to have membership database information sent to the Newsletter's printer for mailing purposes.
5. Update Membership Services Chair with corrected mailing information as received from the issues returned by the post office.
6. Mail newsletters to the membership.
7. Limit expenses as much as possible and try to create a self-supporting publication.
8. Appoint committee members from a wide range of the CASFAA membership, ensuring a balance among ethnicity, gender and type of institution. An attempt should be made to include members who have volunteered their services.
9. Include the following information in the appropriate issues of the newsletter:
 - a. Results of the Election for Executive Council positions.
 - b. A List of the Committee Chairs.
 - c. The Schedule of Executive Council meetings.
 - d. The Condensed Minutes of the Executive Council meetings.
 - e. The CASFAA Volunteer Form.
 - f. A Solicitation for Award Recipients.

Charge of Committee:

1. Assist Editor in all aspects of preparation of the CASFAA Newsletter,
2. Determine content of articles for each issue, request articles from Executive Council members and Committee Chairs, edit articles, arrange

for typesetting, design each issue, review/modify and determine appropriateness of each article for publication. Solicit articles and/or write articles of interest to members or professionals in the state. Each Segmental Representative and each Member-at-Large as well as each Committee Chair are expected to submit articles that report on their issues and activities that are newsworthy and of general interest to the membership.

3. Ensure that required articles written by elected or appointed members are accurate reports of the Committee activities or Association actions.
4. Accurately label editorials that are submitted for publication. Any member of the Association may submit editorials.

IF AN ARTICLE, REPORT, OR EDITORIAL IS DETERMINED TO BE INAPPROPRIATE

1. Committee will refer it to the Newsletter Editor.
2. The Newsletter Editor will confer with the author. If the author is unavailable or a resolution cannot be reached, the editor should consult with the President to make a decision about publication

SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE

- A. Newsletter Committee Chair:
The Newsletter Editor is the Committee Chair. The Newsletter Committee Chair is appointed by the President of the Association either from interested members of the Executive Council or from interested members of the Association. Preference in the selection of the Chair is given to individuals who possess an expertise or interest in the committee's activities. The Executive Council must endorse the Committee Chair selected by the President.
- B. Newsletter Committee Members
Members are chosen by the Chair based on the Volunteer Forms and advice of the former Committee Chair. The committee should be composed of members from each of the five institutional segments, if possible.
- C. Committee Size:
The committee size is determined by the Committee Chair. Generally one person is assigned to solicit and organize advertising. Other members help with generating ideas for articles, solicitation/writing of articles, computing, etc.

COMMITTEE MEETINGS

The Newsletter Committee meets as needed for the publication of at least six issues per year. Short-term goals are set at the first Committee meeting.

EDITORIAL POLICY

CASFAA welcomes expression of all views. Submissions to the CASFAA Newsletter should be brief and are subject to condensation. The author may request that his/her name be withheld, but the author's name, signature and telephone number must be included with the article. It may not be possible to publish all items submitted. Opinions expressed in the CASFAA Newsletter are those of the authors and not necessarily those of the Association or of the institutions represented by the authors. Approved by the Executive Council 10/8/92.

FINANCIAL RESPONSIBILITY

The budget is projected from the prior year's expenses and based on the current year's goals. Travel costs are determined from the location of the members and the meeting sites. The newsletter costs include design, printing, photography, supplies, training, postage and envelopes. Generally, costs are intended to be covered by advertising to the extent possible.

HISTORY OF THE NEWSLETTER COMMITTEE

The CASFAA Newsletter Committee was authorized in 1981.