

## **Bulletin Committee**

### **I. STATEMENT:**

The Bulletin Committee shall consist of the first Vice President as chair, a Bulletin Editor, an Assistant Bulletin Editor, and assistants as necessary to be appointed by the President and approved by the Executive Board.

### **II. DUTIES:**

- A. To attend all meetings of the Council and the Executive Board.
- B. To be familiar with WSLC Bylaws, General Membership Standing Rules and Executive Board Standing Rules.
- C. To edit, to issue and oversee distribute of the bulletin as directed by the Executive Board.
- D. To meet with the Bulletin Committee before the general meeting in September at the beginning of the biennium.
- E. To order Bulletins printed for each weekly WSLC meeting. (100/week)
- F. To arrange for weekly email distribution of the Bulletin by the Corresponding Secretary during the legislative sessions to WSLC members, the Governor, Lt. Governor, State Representatives and Senators.
- G, To arrange for weekly Bulletins to be posted to the WSLC website.
- H. To create a Nominees document at the end of each biennium, with pictures and bios of all nominees for WSLC elected officers. The document shall be made available to all WSLC members before votes are cast.
- I. To create a Committee Wrap-Up Bulletin at the end of each year to be distributed to all WSLC general membership...
- J. To deliver a file containing all materials pertaining to the work of this office, including this job description, to the policy chair.

### **III. PROCEDURES:**

- A. the Bulletin Committee shall convene prior to the September meeting at the beginning of the biennium to determine and give instructions regarding:
  - 1. Bulletin budget
  - 2. Publisher
  - 3. Mailing/addressing procedures.
  - 4. Division of responsibilities; editing, proof-reading, pick-up/delivery of bulletins.
- B. At the above mentioned committee meeting, the Bulletin Editor shall give written instruction regarding:
  - 1. Reporting format.
  - 2. Dates and times of deadlines.
  - 3. Pertinent contact information to facilitate bulletin preparation.
- C. the Bulletin Editor shall maintain a close liaison with the 1<sup>st</sup> Vice President regarding bulletin policies and expenditures.
- D The number of Bulletins printed each week may be modified by the Board of Directors as needed.

**IV. BIENNIAL REPORT:**

A report of the work of the Bulletin Committee shall be submitted at the biennial business meeting. There shall be four (4) copies submitted, one (1) to remain with the Policy Chair for the Board Handbook and the remaining three (3) copies to be distributed to the President, Recording Secretary and Historian.

**FOR REFERENCE:**

A complete set of the job descriptions is contained in the Executive Handbook which is in the possession of the President, President-elect, first and second Vice Presidents, Recording Secretary; Parliamentarian; Policy Chair and Immediate Past President.

Revised January 12, 2009

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