

BULLETIN EDITOR

I. STATEMENT:

The Bulletin Committee shall consist of the 1st.vice president as chair, a Bulletin Editor, an assistant bulletin editor, and the general session reporter. The Bulletin Editor, Assistant Bulletin Editor, and Reporters are appointed by the President and approved by the Executive Board. The editor is a member of the Executive Committee with voice and vote.

II. DUTIES:

- A. Attend all meetings of the Council and the Executive Board.
- B. Be familiar with WSLC Bylaws, General Membership Standing Rules and Executive Board Standing Rules.
- C. Edit and distribute the bulletin as directed by the Executive Board.
- D. Meet with the Bulletin Committee before the general meeting in September at the beginning of the biennium.
- E. To order Bulletin printed for each weekly WSLC meeting.
- 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 on 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 the 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 instruct:
 - 1. Bulletin budget
 - 2. Publisher (printer)
 - 3. Distribution/addressing procedures
 - 4. Division of responsibilities; editing, proof-reading, pick-up/delivery of bulletins
- B. At the above mentioned committee meeting 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 1st. Vice President regarding bulletin policies and expenditures.
- D. The number of Bulletins printed each week may be modified by the Executive Board.

IV. BIENNIAL REPORT:

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

Revised January 12, 2009

Drafted July 2013

Adopted March 19, 2014

