

**SUBJECT: INFORMATION/ NEWSLETTER COMMITTEE**

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One Director-at-Large is elected to be responsible for the Information/Newsletter Committee. The committee will be responsible for publication of a society newsletter (Grapevine), maintenance of articles on the society web page, and other publicity as directed by the board. The committee will have a chair or co-chairs if one member is responsible for the newsletter and another member takes the lead with the web page.

The chair is expected to attend the monthly board meeting of the LSCPM, and is a voting member.

**A. Newsletter: GRAPEVINE**

The Grapevine will be published quarterly. It is sent electronically to all members. A hard copy is sent to all Louisiana State Department heads.

(The Membership chair maintains the Grapevine membership list and the Department Head list. The lists should be reviewed for accuracy at least once each year.)

The chair will request articles in the first month of each quarter. A draft of contents will be reported at the second month's board meeting. The Grapevine will be published in the third month of each quarter. Publications should be submitted in March, June, September, and December.

The members prepare articles, which are submitted to the editor. The editor collects the files and submits them to the printer. The printer sets up the newsletter and presents a draft for review. Once approved, the printer sends an electronic copy to the designated person in charge of posting on the web site. The printer prints and mails the hard copy to the Department heads, and an electronic copy is sent to the membership. An electronic file is also maintained in the printer's office. The membership chair receives the rejects and mails a hard copy to members who cannot receive documents by e-mail.

The printer submits a bill directly to the Treasurer.

**B. Web page**

The web page address is LSCPM.ORG. It is currently housed on the DEQ server. The Grapevine will be posted to the web page each quarter via the person designated to handle these duties. The web will contain other information about the society as deemed appropriate by the Board of Directors.

### **January**

Attend brainstorming session in January. Collect ideas from the membership on areas of communication. Contact members to participate on the committee. Request articles from members. Most newsletters will contain the following:

List of current Board of Directors, e-mail address and phone

List calendar of events for following quarter

President's message

CPTP Administrator's message

Information on quarterly business meeting/luncheon including registration form

Any committee report: mentoring, nominations, awards, conference, membership, and treasury.

Web: Update the Board of Director's list on the web page through designated person.

### **February**

Attend Board of Director's meeting. Brief the board on articles for next newsletter. Obtain commitment for articles from board members. Obtain Membership and Treasury reports. Select member profile. Assign work to committee members. Check the Department head list maintained by the Membership chair for accuracy. Send updated list to the newsletter publisher. Inform the publisher of intended date of publication. Give the publisher instructions on what he needs to do: 1. Update his Department head list; 2. Hard copy printed and mailed to Department heads; 3. Send e-mail version to the designated person in the Society.

### **March**

Collect and edit articles. E-mail publisher all articles in Word. Publisher is currently Dupre Print of Baton Rouge. Schedule first newsletter by the last half of March. Obtain draft from publisher. Edit draft; submit final approved copy to publisher. Check mail address list with publisher (he should hard copy Department heads). Have e-mail version sent to person in charge of e-mail distribution to Society membership.

Web: Post the Grapevine to the web page via designated person.

### **April**

Attend Board meeting. Request articles.

### **May**

Attend Board meeting. Brief the board on articles for next newsletter.

### **June**

Publish newsletter. Post Grapevine to the web site.

**July**

Attend Board meeting. Request articles.

**August**

Attend Board meeting. Review articles with the Board.

**September**

Publish Newsletter in last two weeks of the month. Include information on Fall conference, including registration form insert. Post Grapevine to the web site.

**October**

Attend board meeting. Request articles.

**November**

Attend board meeting. Review articles with the Board.

**December**

Publish Newsletter in last two weeks of the month. Include results of elections and award winners. Post Grapevine to the web site. Post award winners to the web site.