



Communications Committees

SAINT PAUL CONNECTIONS SUB-COMMITTEE

Duties:

1. The Editor has final approval of all Saint Paul Connections article submissions, and should consult the President with questions.
2. Committee members are to establish format, article assignments, and a plan for producing the Saint Paul Connections during the upcoming fiscal year (articles, copying, distribution, etc.).
3. Publish a schedule for article submissions deadlines (this is approximately the tenth of each month) as well as the Saint Paul Connections publication dates.
4. Request monthly the updated Membership Directory that lists updated email and mailing addresses. The Chapter President is responsible for ensuring the MN-ND-SD Division Executive Committee and Board Members receive the Saint Paul Connections when published.
5. Publish new member information when provided.
6. Document and communicate to membership the guidelines/procedures for submitting articles to the Saint Paul Connections Editor.
7. Provide a final copy of the Saint Paul Connections to the Website Sub-committee for publication on the Chapter website. Send email notice to appropriate members once posted.
8. Each Saint Paul Connections edition should include member anniversaries and guests who attended the previous Chapter meeting (guest names are provided by the Treasurer and/or Treasurer-Elect). Include inspirational quotes, thoughts, jokes or tidbits of information as space allows.
9. Archive the PDF version of each Saint Paul Connections for the fiscal year.
10. Work with the Treasurer to ensure billing/invoicing for Website advertisements.

Deadlines and Reports

- Publish Saint Paul Connections ten times per year (no July issue; Aug/Sept is combined).
- Mail Saint Paul Connections at least ten days prior to regular monthly meeting.
- Submit fiscal year-end report to Chapter President upon request.

Committee Structure

- Committee Leaders – Editor and Designer
- 3-4 proofreaders



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Saint Paul Connections Production Deadlines

This deadline schedule is to be updated each year as appropriate by Saint Paul Connections Editor

Schedule for 2007/2008	Articles Due to Editor	Draft to Proofreaders	Changes Faxed to Editor	Final Copy to Webmaster	Mailing Date	Chapter Meetings	Board of Directors
August	Combined with September					No Meeting	8/21/07
September	8/7/07	8/9/07	8/10/07	8/13/07	8/14/07	9/5/07	9/18/07
October	9/10/07	9/12/07	9/13/07	9/14/07	9/14/07	10/4/07*	10/16/07
November	10/8/07	10/11/07	10/12/07	10/15/07	10/16/07	11/7/07	11/20/07
December	11/5/07	11/8/07	11/9/07	11/12/07	11/13/07	12/5/07	No Meeting
January	None					No Meeting	1/15/08
February	1/7/08	1/10/08	1/11/08	1/14/08	1/15/08	2/6/08	2/19/08
March	2/8/08	2/12/08	2/13/08	2/14/08	2/15/08	3/5/08	3/18/08
April	3/7/08	3/11/08	3/12/08	3/14/08	3/14/08	4/2/08	4/15/08
May	4/7/08	4/10/08	4/11/08	4/14/08	4/15/08	5/7/08	5/20/08
June	5/9/08	5/13/08	5/14/08	5/16/08	5/16/08	6/4/08	6/17/08
July	None					No Meeting	No Meeting

*Joint Meeting



Communications Committees

WEBSITE SUB-COMMITTEE

Duties:

1. Post applicable information in a timely manner.
2. Ensure information on the website is up-to-date (post current information; remove outdated information).
3. Post the Saint Paul Connections to the website.
4. Ensure the Membership Directory in the “Members Only” section is updated (obtain information from Membership Committee).
5. Work with the Internet Service Provider (ISP) as needed.
6. Schedule a minimum of four committee meetings throughout the fiscal year.
7. Assign website committee member(s) as:
 - a contact for Chapter members for troubleshooting
 - proofreading the posted information
 - end user advice
 - other duties as needed
8. Continue long-term planning for website structure and content.
9. Work with the Treasurer to ensure billing/invoicing for Website advertisements.

Deadlines and Reports

- Submit fiscal year-end committee report to Chapter President upon request.

Committee Structure

- Committee Leaders
- 2-3 members