



Oregon Association of Municipal Recordors

NEWSLETTER COMMITTEE JOB DESCRIPTION

The Newsletter Committee is charged with producing and distributing four issues per year of the OAMR Newsletter on the following schedule:

ISSUE	MAIL BY	FOCUS (but not restricted to)	SENT TO:
Fall	Late-October	Conference recap with photos.	OAMR Membership via mail and e-mail
Winter	1st of January	Mid-Year Academy Info; Midyear and Northwest Clerks Institute scholarship applications; Board Position Nomination Forms	All counties, eligible nonmember organizations via e-mail and OAMR Membership via mail and e-mail
Spring	1st of April	Conference scholarship and Annual Academy scholarship applications; Northwest Clerks Institute information; and absentee ballot	All counties, eligible nonmember organizations via e-mail and OAMR Membership via mail and e-mail
Summer	1st week of July	Annual Conference info; Announcement of annual meeting; board position candidate profiles; President's Award and Recorder of the Year nomination forms.	All counties and eligible nonmember organizations via e-mail; and OAMR Membership via mail and e-mail. Mail conference registration materials separately to all OAMR members and eligible nonmembers.

All issues contain a message from the President, any available Region or Committee reports, IIMC Region reports, IIMC CMC or MMC designation awards, New Member profiles, draft Executive Board or General meeting minutes, and jobs available notices. The first issue each year (Fall) is distributed to members only. The other three issues are distributed to all cities, counties, and port and transit districts. Letting all the cities, counties and port and transit districts know what OAMR is doing has resulted in several new OAMR members.

Distribution

Manage membership database with the Membership Chair. Request database from Membership Chair prior to distribution. Correct any problem e-mails and return database to Membership Chair after distribution.

Deadlines

Submission deadlines should be determined for each edition, allowing sufficient printing time to meet delivery deadlines. The submission deadline should be conveyed to the membership by e-mail not less than 30 days prior to the deadline. Deadline information for the next newsletter should be provided in each edition to allow outside sources (IIMC) to submit timely articles.

Layout

Layout of the newsletter should be completed by a single designated member of the committee to ensure consistency of formatting. Newsletters should be formatted in 8½ x 11 pages in 4-page increments. Committee members can proofread and help write articles for the newsletter.

Advertising

Advertising space is offered for sale in the OAMR newsletter, per guidelines developed by the Board in 1995. The Newsletter Committee is charged with soliciting advertising to help offset the cost of the newsletter. The Committee will maintain tracking and billing for all advertising (see sample invoice, Attachment A). Payments should be forwarded to the OAMR Treasurer.

Photography

The Newsletter Committee Chair shall appoint an official photographer for the Annual Conference. The photographer should be provided with the OAMR digital camera. At the annual banquet, the photographer shall be seated close to the dais in order to take appropriate photographs of presentations, installation of officers, awards, etc. The photographer shall avoid interfering with the conduct, decorum, protocol, etc., of the proceedings.

After the Fall issue of the newsletter has been prepared, all conference photographs shall be forwarded to the Chair of the Historical Preservation Committee.

Board mug shots and group photos should be maintained for use throughout the year as needed. Photos of members receiving certifications or other honors shall be used when possible.

Printing

The Newsletter Chair contracts for printing services. If the Chair or a member of the Committee has a high quality photocopier, the newsletter may be printed in-house. If using in-house printing, the providing City should be reimbursed appropriately for copying services.

Mailing

Newsletters should be prepared according to postal service requirements and mailed to everyone on the mailing list. If more than 140 copies of the newsletter will be mailed, the mailing should be increased to 200 and the City's bulk mailing permit used. Use the extra copies to mail complimentary copies to potential members such as ports, transit district, and non-member cities. A centralized location may be designated for committee members to meet and prepare newsletters for mailing, including folding, labeling and taping shut.

Coordinating with Internet Committee

The Internet Committee Chair should be e-mailed a pdf file of the final newsletter with instructions to post as soon as possible.

E-mailing Notices

E-mail notices should be sent to the Membership and Potential Members groups notifying them as soon as the newsletter is posted to the OAMR website. The Potential Members e-mail should be used as a marketing tool to encourage membership.

Fiscal Responsibility

Printing, postage and other expenses should be immediately forwarded directly to the OAMR Treasurer for payment.

Public Relations

The Newsletter Chair designates a member of the committee to act as Public Relations Coordinator for OAMR. The PR Coordinator will issue press releases to local newspapers when members of OAMR receive honors. These should include: Election to Board positions, Recorder of the Year, President's Award of Distinction, or any other honors that promote the professional image of City Recorders. In April, the PR Coordinator will distribute to the membership a link to the IIMC website to use in promoting Municipal Clerks Week through their local Council and media.

Reporting to Board

The Chair should provide the Board with a quarterly report including expenditures, number of issues mailed, and any other relevant information.

The Chair should provide the Board with an annual summary report in a timely manner to ensure inclusion in the Annual Report presented at conference.

Current Committee Members

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