



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	<ul style="list-style-type: none"> • Conference recap with photos 	<p>OAMR membership and honorary and retired members via notice by e-mail that newsletter is available on OAMR website.</p> <p>Mail hard copy to those members that have requested it.</p>
Winter	First week of January	<ul style="list-style-type: none"> • Mid-Year Academy information • Mid-Year and Northwest Clerks Institute scholarship applications • Board position nomination forms 	<p>OAMR membership, honorary and retired members, advertisers/sponsors, and non-members via notice by e-mail that newsletter is available on OAMR website.</p> <p>Mail hard copy to those members that have requested it.</p>
Spring	First week of April	<ul style="list-style-type: none"> • Conference scholarship and Annual Academy scholarship applications • Northwest Clerks Institute information • Absentee ballot application for voting on Board nominees 	<p>OAMR membership, honorary and retired members, advertisers/sponsors, and non-members via notice by e-mail that newsletter is available on OAMR website.</p> <p>Mail hard copy to those members that have requested it.</p>

Summer	First week of July	<ul style="list-style-type: none"> • Annual Conference information • Announcement of annual Board meeting • Board position candidate profiles • <i>President's Award of Distinction</i> and <i>Recorder of the Year</i> nomination forms 	<p>OAMR membership, honorary and retired members, advertisers/sponsors, and non-members via notice by e-mail that newsletter is available on OAMR website.</p> <p>Mail hard copy to those members that have requested it.</p>
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All issues contain a message from the President, any available region or committee reports, IIMC Region IX reports, IIMC CMC or MMC designation awards, and new member profiles.

Distribution

E-mail notice that the first issue each year (fall) is available online will be sent to active members and honorary and retired members only. For the other three issues, e-mail notices will be sent to active members, honorary and retired members, advertisers and sponsors, and non-members. Letting all the non-members know what OAMR is doing has resulted in several new OAMR memberships.

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 two months 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. A formatting guide is posted on the OAMR website. Newsletters should be formatted in 8½ x 11 pages in four-page increments for printing purposes. Committee members can proofread and help write articles for the newsletter.

Printing

If the Chair or a member of the Committee has a high quality photocopier, the newsletter may be printed in-house since there are only a few hard copies printed. If using in-house printing, the providing City should be reimbursed appropriately for copying and mailing services.

Coordinating with Internet Committee

The Internet Committee Chair should be e-mailed a PDF file (with bookmarks that automatically open) of the final newsletter with instructions to post as soon as possible.

Mailing

Newsletters should be prepared according to postal service requirements and sent to members who request a hard copy.

Fiscal Responsibility

After each edition of the newsletter is completed, printing, postage and other expenses should be invoiced to the OAMR Treasurer for payment.

Advertising

Advertising space is offered for sale in the OAMR newsletter. The Newsletter Committee is charged with soliciting advertising to help offset the cost of the newsletter. An advertising order is posted on the OAMR website. The Committee will maintain tracking and billing for all newsletter advertising. Payments should be forwarded to the OAMR Treasurer.

Photography

The Newsletter Committee Chair shall appoint photographer(s) for the Annual Academy and Conference, the Mid-Year Academy and other events. The photographer(s) should be provided with the OAMR camera which is kept by the Newsletter Committee Chair. 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 head 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.

Public Relations

IIMC must be notified of any changes in the Newsletter Committee Chair in order to issue their press releases to the correct person. The 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.

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.

The Chair should review the Newsletter Manual and the Job Description on an annual basis, and make any revisions, with Board approval, as is necessary.