

Florida Health Sciences Library Association (FHSLA)
Policy and Procedures

NEWSLETTER EDITOR (4/2014)

The Newsletter Editor is appointed by the President, with the approval of the Executive Committee, and is an ex-officio, non-voting, member of the Executive Committee. The Editor may appoint a committee to assist with the production of any Association publication.

Duties:

1. Publish a minimum of 2 newsletters a year (Summer and Winter). If enough information is available, the President and Newsletter Editor may decide a third issue is warranted.
2. Include the Membership form in each newsletter.
3. In addition to FHSLA and membership news, topic suggestions include developments in information management (such as new technologies and roles, marketing strategies, inter-consortia communication) and general information.
4. Publicize educational opportunities and activities through the newsletter. Consider acting as a clearinghouse coordinator for educational courses and qualified instructors within Florida and neighboring states.
5. Occasionally survey the membership for suggested and desired educational opportunities.
6. Recruit volunteer reporters, in various geographical locations, to submit items for publication. Academic libraries appoint their own reporters. Remind reporters "no news is too small, and no news is bad."
7. Submit a copy of any meeting reports and an annual report to the President for placement in the archives.
8. Once a publication of the newsletter is completed, it must be distributed via:
 - a. FHSLA electronic discussion list
 - b. FHSLA website (Send PDF to webmaster for posting)
 - c. Print copies sent to members needing surface mail as well as copies to Honorary Members that do not have an email address; and therefore are not on the FHSLA electronic discussion list.

CALENDAR OF EVENTS

Spring:

- Select dates for the two or three issues of the Alert with the FHSLA President. Issues are published during the Summer following the Annual Meeting and Winter (January or February). A third issue may be published in the Fall.

June-August:

- Send out requests for news items for Summer issue.

Summer:

- Send out Alert. Include Membership Application/Volunteer Form and the minutes from the Annual Meeting.

December-January:

- Send out requests for news items for Winter issue.

January/February:

- Send out Alert. Include Membership Application/Volunteer Form and Annual Meeting information. Coordinate Alert with the Vice President & Local Arrangements Chair.
- Prepare report for Annual Meeting. Present report at Annual Meeting.

Spring after 3 year rotation:

- Turn over material to the new editor.