

Bulletin

Revised August 2014 by Joanne DeMay

Four volunteer members are needed to prepare and publish The Chemeketan, our monthly bulletin. Three Bulletin Editors take turns publishing the bulletin, one each month. The Cover Editor prepares the cover each month.

Bulletin Editor Works Closely With:

- recording secretary
- membership secretary
- committee chairs
- activity leaders
- webmaster
- other bulletin editors
- cover editor
- Inkspot
- Valley Mailing Service

Bulletin Editor

1. Create a draft bulletin document.
2. Transfer Activity and We Were There reports from the Chemeketan database to the draft document.
3. Edit Where and When entries in the database when there are duplications, date changes, trip cancellations and other significant errors.
4. Create Activity Calendar
5. Transfer electronic copy of Executive Council Meeting Minutes into draft document.
6. Enter any mailed or emailed articles, ads and trip photos from club members into appropriate bulletin section.
7. Notify committee chair and/or activity leader if an event listed in the prospectus is missing.

8. Enter multiday trips in Future Events as appropriate.
9. Edit all submissions for accuracy, clarity, English usage.
10. Work with cover editor on content.
11. Update General Information page, Discount Vendors, and Announcements.
12. Compile all sections into draft form and send out to other editors for proofreading.
13. Convert text with cover into pdf.
14. Email pdf to Inkspot for printing along with the number of print bulletins needed.
15. Email address roster for printed bulletins to Valley Mail.
16. Upload pdf to the Chemeketan website.
17. Send email notice to ebuletin subscribers that the bulletin is available.

Cover Editor

1. Meet monthly deadline as determined by bulletin editor.
2. Discuss monthly content with bulletin editor and choose events, if any, to publicize on the cover.
3. Assess and choose cover photos that will be relevant to club members and the range of club activities.
4. Arrange text, photos, and logo in template. Chemeketan mission statement is included at bottom of page. Volume number and month are at top, beneath the logo.
5. Send completed cover to bulletin editor.