

**Publications Committee Chair**  
**Job Description**

**Responsibilities:**

Publications Committee

- A) Shall solicit members for the committee.
- B) Provides an avenue of communication for The Association membership.
- A) Publishes, at a minimum, three newsletters to be mailed to all members in good standing.

**Sequenced Responsibilities:**

July Post Meeting:

- Establishes goals for the year.
- Solicit articles for the Aurora
- Solicit members for the committee.
- Review Web Page and recommend updates.

August:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Obtain mailing labels from Membership Chair for the Aurora.
- Publish Aurora.
- Post Aurora on Web Page
- Review Web Page and recommend updates.

September:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Solicit articles for the Aurora
- Review Web Page and recommend updates.

October:

- Review Yearly Goals
- Set aside one day to contact alumni members and officers and perform alumni business.
- Solicit articles for the Aurora
- Review Web Page and recommend updates.

November:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Solicit articles for the Aurora.
- Review Web Page and recommend updates.

**Publications Committee Chair**  
**Job Description**

December:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Solicit articles for the Aurora.
- Obtain mailing labels from Membership Chair for the Aurora.
- Review Web Page and recommend updates.

January:

- Review Yearly Goals
- Set aside one day to contact alumni members and officers and perform alumni business.
- Solicit articles for the Aurora.
- Publish Aurora
- Post Aurora on Web Page
- Review Web Page and recommend updates.

February:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Solicit articles for the Aurora.
- Review Web Page and recommend updates.

March:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Solicit articles for the Aurora.
- Review Web Page and recommend updates.

April:

- Review Yearly Goals
- Set aside one day to contact alumni members and officers and perform alumni business.
- Solicit articles for the Aurora.
- Obtain mailing labels from Membership Chair for the Aurora.
- Review Web Page and recommend updates.
- Review Association By-Laws and make recommendations for changes.

**Publications Committee Chair**  
**Job Description**

May:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Solicit articles for the Aurora.
- Ensure that there is a supply of Aurora Publications sent to camp for the Alumni Association Board.
- Publish Aurora.
- Review Web Page and recommend updates.
- Post Aurora on Web Page

June:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Solicit articles for the Aurora.
- Review Web Page and recommend updates.

July Pre-Meeting:

- Present a report during the annual meeting.
- Review Web Page and recommend updates.

**Non-Sequenced Responsibilities**

- Aid in identifying people to run for the Executive Secretary / President Elect position in future years.
- Participate in telephone conferences and board meetings throughout the year.
- Maintain a record of tasks completed, contacts, and actions taken in order to help the transfer to the next President.
- Prepare other Association mailings as needed.

**Stuff for every Aurora**

**Staff Spotlight or Staff List**

Spotlight a new area at camp or a new staffer or have a staff list.

**Where are they now section**

Section tells about where some staff members are now in life.

**New Members Section**

Lists the new members since the last Aurora

**Address Update form**

Form for people to use to update their address

**Alumni Achievement Nomination**

Alumni Achievement Nomination form

**Publications Committee Chair**  
**Job Description**

Membership Form

Membership form for people to pass along to friends.

Letter from President

Officer Reports

Exec Sec, Director 3, Director 2, Director 1, Liaison

Committee Reports

Membership, Publications, Alumni Achievement, Staff Week, Reunion Week,  
Fall Fellowship

New things at camp

Alumni Calendar

Publication Dates

Event dates

Summer camp dates

Council dates

List of current paid members

Miscellaneous letter or essay from someone about camp

Where to send articles