

# Bulletin and Website

The bulletin and website chair is the voice of the association. Sending out a vast majority of the correspondence, you are often the person who's contacted with questions and must learn how to answer those questions and/or refer the people to the party that can. As part of this position, you can expect to:

## Bulletin:

- Send out a reminder e-mail to all officers, directors and committee members the last Thursday of each month that bulletin articles are due.
- Assemble the monthly bulletin prior to the Board Meeting on the First Thursday of each month.
- Attend the Board Meeting, handing out the bulletin for review and giving a brief report on the Bulletin and/or Website.

## Website:

- By the following Monday, you then must send the bulletin to the web designer with any other applicable documents that need to be added and a list of updates to make that month. Following is a sample of the information sent:
  - Please update the bulletin for the month of January:

### Home Page:

- Quick Links
  - Switch out bulletin with January bulletin attached
  - Remove the IWOFF Christmas Party flier as this event has passed

### Bulletin Page

- Add the January Bulletin

### Calendar Page

- Gray out events that have passed
- Add

January 18<sup>th</sup>, 2007

General Meeting / Ramada Inn

February 1<sup>st</sup> 2007

Board Meeting / Popolo's

June 6-10<sup>th</sup>, 2007

National Convention in San Juan Puerto Rico

- You are also responsible for collecting Website Consent forms from the membership and maintaining a list of the responses. This list should be distributed to the officers, directors and committee chairs so they can use it when writing their bulletin articles. Are goal is to only put information on-line that we have approval for.

Once the web designer informs you that the updates have been made, you then must notify the appropriate people. In order to do this, you must create and maintain an updated e-mail directory of the following parties:

- Members – This can be obtained by going through the roster provided by the membership committee.
- Friends – This is a list of people that have been asked to be kept informed of what the association is doing.
- NAIW – This consists of the California Council Director and her assistant as well as the current president for each local association in the state of California. The list can be obtained on the state's website [www.cacouncilnaiw.com](http://www.cacouncilnaiw.com) or through our association's president.