

## ***SECTION XIV - PUBLICATIONS***

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### **A. REGION PUBLICATIONS PROGRAM**

1. The Region Publications Program is dedicated to utilization of Institute publications, providing a Region newsletter, and sharing Chapter newsletters.

### **B. REGION PUBLICATIONS CHAIR (RPC)**

1. Chapter Activities
  - a. [M] Establish and maintain a direct communication link with Chapter Newsletter Editors; provide guidance for them. Document contacts made and direction given. Utilize the Region website whenever possible to maximize communication.
  - b. Promote the exchange of ideas between Chapters.
  - c. Advise Chapter Newsletter Editors of procedures for publishing Southwest Breezes, our Region newsletter.
  - d. Advise members and Chapters regarding publications activities and resources available from the Institute. Assist in the selection of appropriate subjects and in the preparation of the activity.
2. Region Activities
  - a. [M] Identify and establish contact and relationships within the Region to aid in the development of publication programs. Document contacts made and direction given.
  - b. Take responsibility for publishing the Southwest Breezes newsletter. Ten issues will be published each fiscal year, starting in September and continuing through June. Also include all information on the Region website.
  - c. Comply, edit and prepare camera ready copy of monthly editions of Southwest Breezes. Mail to Chapter Newsletter Editors with copies to Chapter Presidents and Southwest Region Directors.
  - d. Determine types of articles and authors for Southwest Breezes. Prepare a schedule and notify authors of their due dates. Typically authors will be Region Directors, Region Chairs and Region members serving on Institute Committees.

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- e. Always seek ways to improve the visual presentation and format of Southwest Breezes.
  - f. Develop a monthly Region Calendar insert for the Southwest Breezes and Chapter Newsletters, showing both the current and following month's CSI activities.
  - g. [M] Review and make revision suggestions to your Chair's goals, as listed. Transmit all recommendations to the Southwest Region Directors.
  - h. [M] By the second year of your term, establish a Vice Chair position. The Vice Chair would become Chair the following year.
  - i. [M] Attend the Southwest Region Conference, and conduct a workshop and make appropriate presentations on publications programs at this Conference.
  - j. [M] Transmit all records to the succeeding Publications Chair at the end of your second year.
3. Institute Activities
- a. Promote publications programs to encourage greater participation at all levels within CSI.
  - b. Submit by January 1<sup>st</sup> and May 1<sup>st</sup> reports on the status of Region publications activities, by Chapter, to the Institute Publications Committee through a designated Publications Committee member, with copies to Southwest Region Institute Directors. Detail in particular progress on all measurable items, as indicated by [M], above.

**(Note:** items marked [M] indicate that they are measurable.)