

Motion Number 20070919

Name	Maker	Second	Aye	Nay	Abstain
Bird		X	X		
Hanavan	X		X		
Buesking			X		
Smith				X	
Harmon					X
Murphy			X		
York			X		

Title: Newsletter Editor Crew Duties

Text of Motion:

See full wording included below.

Rationale or explanation:

This Crew Duty separates Board policy on newsletters and other printed communications from the duties of the Newsletter Editor, per se, and clarifies the duties of the editor.

Vote Result: Carried on 20070921

(See following sheet for full text of the motion in its final formatted form.)

Crew Duties

C-7A Caribou Association

Newsletter Editor

Newsletters and flyers serve as the official communications vehicle of the Association. The function of the C-7A Newsletter Editor is to seek and review potential newsletter and flyer articles; set editorial policy; and edit and prepare text for print. The Editor contracts with a commercial printer for the production of the final product. A compiler/mailing service may be used for distribution.

- The Editor is a current member of the Association.
- The Editor is appointed by the Board.
- The Editor serves at the discretion of the Board.
- The Editor will notify the Board in the event he will be unavailable for more than 7 days.
- It is the intention of the Board to allow the Editor full editorial and scheduling control of all publications consistent with this Crew Duty. All articles, items of interest, Board communications, and information on scheduled events or other input for the newsletter must be submitted to the Editor NLT 40 days prior to the publication date. Exceptions to this date will be allowed only with the concurrence of the Editor. Any exception to this requirement must be approved by the Board.
- At least 21 days prior to publication of any mailing, the Editor will make available by email an electronic copy of the mailing to each Board member, to allow the Board to make last minute changes which normally will be limited to correction of errors and omissions. Any changes made by the Board must be resubmitted and in hand to the Editor NLT 10 days prior to publication date, otherwise the mailing will be considered to be approved as submitted.