

Publications Committee

Purpose

The publications committee shall monitor the publication of the NCBEA newsletter and the special publication.

Membership of the Committee

Members of this committee will include the NCBEA Director to the NBEA Executive Board, the newsletter editor, the webmaster, and the immediate past president. The president shall appoint one of the committee members to serve as chair.

Duties of the Committee

The committee shall:

1. Monitor the publication of the NCBEA Newsletter to ensure that the *NCBEA Newsletter Policy Statement* is being followed.
2. Develop a proposal relating to the number of issues to be published each year.
3. Review the *Duties of the Newsletter Editor* and, when necessary, recommend changes to the Administrative Board.
4. Review *NCBEA Newsletter Policy Statements*, and when necessary, recommend changes to the Administrative Board.
5. Complete other tasks as directed by the president or Administrative Board.

Duties of the Chair

The chair shall:

1. Submit a budget request for committee expenses as directed by the Budget Committee.
2. Monitor the work of the committee to see that it progresses satisfactorily.
3. Manage the financial matters of the committee.
4. Submit written/electronic reports to the Administrative Board and at the business meeting as directed by the president.
5. Maintain a file of materials pertaining to the activities of the committee to be forwarded to the succeeding chair.