

NCBEA Newsletter Policy

Purpose

The primary purpose of the NCBEA Newsletter shall be to inform NCBEA members about actions and activities undertaken by the Administrative Board and/or its committees. When appropriate, the *NCBEA Newsletter* will also provide information about forthcoming NCBEA conventions, NBEA actions/activities, and business education related activities of the member states.

Content

To accomplish its stated purpose, the *NCBEA Newsletter* shall contain reports and articles from the following persons:

1. President (with photograph)
2. Regional Membership Director
3. Eight State Membership Directors
4. Convention Liaison
5. Awards Committee Chair
6. Budget Committee Chair (as appropriate)
7. Secretary (abbreviated minutes)
8. Nominating Committee Chair
 - a. Candidate Information
 - b. Candidate Photographs
9. Marketing/Membership/Linkages Committee Chair
10. ISBE Representative

The following items shall also be included:

1. NBEA President's message
2. NBEA convention information
3. NBEA membership blank
4. NCBEA Administrative Board directory (with group photograph when appropriate)

When appropriate, the *NCBEA Newsletter* will also contain the program and other information about forthcoming NCBEA conventions as well as curriculum content articles from NCBEA members solicited by the State Membership Directors.

Unsolicited articles from NCBEA members shall be published at the discretion of the newsletter editor.

Publication Dates/Issues

The number of issues, publication date, and the size of each issue shall be determined by the Newsletter editor and approved by the Administrative Board.

Circulation

Newsletters shall be published on the NCBEA website as well as e-mailed to NCBEA board members, other regional editors, and the NBEA Executive Board. It is recommended that State Membership Directors forward the electronic version to their state Boards.