

PUBLICATIONS ADVISORY BOARD

The Committee consists of five members, including its Chair(s), and all are appointed by the President-Elect by June 1st prior to his/her taking office as President. Insofar as is possible, the Committee should include some members with publishing and/or writing experience. The Editors of the publications and electronic services shall be ex-officio members.

Duties:

- Recommend to the Executive Committee persons to fill the following positions:
 - Editor of official journal
 - Associate Editor of official journal
 - Editor of official newsletter
 - Webmaster
 - Associate Webmaster
 - Listowner
 - Social Media Managers (2)
- Serve in an advisory capacity to the Editors of the publications and electronic services.
- May have responsibilities for news gathering throughout the State, reviewing of manuscripts, proofreading, and other activities as designated by the Editors.
- Abides by the Publications Policy statement found in the “TLA Policies” section of the *TLA Manual of Procedures*.
- The Chair(s) shall attend all TLA Board of Directors meetings and shall submit quarterly reports on activities and an annual evaluative written report to the membership at the final Board of Directors meeting for the fiscal year.