

Date Submitted: 12/99

Office: Vice President for Publications

General Description of Office:

This officer shall be responsible for the publication of the Keystater, the Connection, and the Convention Program.

Specific Responsibilities	Time Line
1. Prepare a written report to be given at each Council meeting covering the activities of this officer.	On-gong
2. Prepare a written report at the annual business meeting of the Association.	Submitted for publication
3. Prepare and present annual budgetary requests to Treasurer and Executive Council.	As directed by Treasurer
4. Monitor budget with Treasurer and Business Manager.	On-going
5. Correspond with other officers concerning the contents of PSHA publications.	On-going
6. Obtain articles and papers for publications through correspondence with administrators, supervisors, agencies, and reporters.	Two months prior to printing
7. Prepare, forward to printer, and proofread the PSHA publications.	To meet scheduled time line
8. Arrange for delivery of publications to Business Manager when necessary.	When scheduled
9. Interact with VP for Convention Planning & Program to prepare the Convention Program announcement and the actual Convention Program for publication deadlines.	January/February of each year
10. Arrange for the delivery of the Convention Program to the convention site.	Prior to beginning of formal registration
11. Adjust the publication type and timeline, along with the President, as necessary in order to meet budget requirements.	As necessary
12. Obtain formal feedback from selected members regarding the content and style of the publications.	Periodic

VP for Publications

Specific Responsibilities	Time Line
13. Obtain formal feedback from printers and other professional associations regarding the content and style of the publication.	Periodic

TIMELINE FOR PSHA PUBLICATIONS
(when the members receive the publications)

Keystater	Connection	Convention
Fall: September Spring: February/March (pre-convention)	November January May July	April