

PUBLICITY

Standard Duties

- Maintain records and notes for the benefit of next year's office holder.
- Attend and participate in all Committee meetings.
- Understand that a Committee member may only incur one (1) unexcused, and two (2) excused absences and that a substitute may be sent without voting rights unless vote is in writing and the Chair is informed beforehand.
- The chairperson's purpose is to manage the Spring Fling conference to its fullest capacity and bring ideas, solutions and choices to the Committee for approval or denial. The Spring Fling Committee Chairperson will provide general leadership. It is the primary responsibility of each officer to provide specific leadership in their specific areas to initiate action to its successful conclusion

Officer Duties

- Must have a working knowledge of Microsoft Publisher for program layout.
- Obtain three bids from three local printing firms to have program and flyers printed on high quality paper. Use previous year's program as example for printing, so that the vendor knows what type of job they are bidding on. Ask each vendor to present you with samples of the paper they plan to print the program on. Then bring the three bids with the paper samples back to the committee so that a vendor may be selected.
- Put the Spring Fling announcement in the Grapevine and Box 549 (check deadline dates).
- You are responsible to mail flyers to all Central Offices in California.
- We send the large packages to large Central Offices (Los Angeles, San Francisco, San Jose, etc.) via UPS.
- **You cannot proof the program by yourself; obtain three or four committee member to do all proofing.** Bring program to committee meeting for final proofing by all committee members.
- Have programs ready by January 31st.
- You will be given a folder by previous year's Publicity Chairperson. This folder will have the program from last year and all invoices. It is your responsibility to keep this folder and all information throughout the year. You then pass it on to the succeeding year's Publicity Chairperson.
- Prepare and mail additional flyers as decided by committee. Work with Registration Chair.