

## PUBLICATIONS ADVISORY

The Committee consists of five members, including its Chair(s), and all are appointed by the President-Elect by June 1<sup>st</sup> 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 Board 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)
- The recommendation to fill the positions outlined in this section shall be based on an open search of TLA members, except in the case of the Editor of the official journal and the Webmaster. The Publication Advisory Committee reserves the right to promote the Associate Editor and the Associate Webmaster without an open search when deemed appropriate. The Publications Advisory Committee will then hold an open search for the vacant Association position(s).
- 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”
  - Submit, via the TLA website, quarterly reports on activities;
  - Attend TLA Advisory Council meetings when called;
  - Attend TLA Executive Board meetings, when required, to present action items.