

SIGMA THETA TAU  
ETA KAPPA CHAPTER-AT-LARGE

**PUBLICITY/NEWSLETTER COMMITTEE**

**PURPOSE:** The committee shall be responsible for gathering information pertinent to the members of this chapter and reporting information in a timely fashion via publicizing events, the chapter newsletter and other news media.

**CHAIR:** Appointed by the Board of Directors.

**MEMBERS:** Two (2) chapter members.

**FREQUENCY OF MEETINGS:** As needed to successfully compile and produce the chapter newsletter. Additionally, communication may occur via phone, fax and/or Email.

**TERM OF SERVICE:** A minimum of two years.

**COMMITTEE RESPONSIBLE TO:** Board of Directors

**RESPONSIBILITIES:**

1. Printing standard information in each chapter newsletter to include:
  - i. The President's message.
  - ii. Eta Kappa Chapter-at-Large leadership and contact information.
  - iii. Calendar of events (updated as changes).
  - iv. Upcoming events & volunteer opportunities.
  - v. News from the membership.
  - vi. Treasurer's report.
2. Announcing annual Spring awards banquet, including registration information.
3. Announcing Fall and Spring inductions.
4. Printing names of new inductees twice annually.
5. Printing committee chairs and membership at least annually.
6. Printing Chapter Goals annually.
7. Preparing the newsletter for printing.
8. Coordinating with the mailing house for bulk mailing of newsletter
9. Provide an annual written report to the President.