

Northeast Region Construction Specifications Institute

Publications Committee

Adopted Aug. 27, 2005

Updated: None

The following material has been extracted from the current Region Administrative References (RAR) and provides information specifically for the Region Publications Committee. This material is intended to assist the Region Committee Chair to better understand the role and responsibilities of this committee within the overall operation of the Northeast Region.

From Part 4 of the RAR (Region Policy)

PUBLICATIONS COMMITTEE

1. Membership
 - (a). Chair and Co-chair appointed by President
 - (b). Members of the committee are the Editors or Publications Committee Chairs of each chapter.
2. Purpose and responsibilities.
 - (a). Develop programs to improve chapter publications including newsletters and rosters.
 - (b). Act as editor and publisher for region newsletters with number of issues during the year as provided in Region Budget allocation. Copies to be distributed to Region Membership by any normally accepted communications method. Timing of issues should be appropriate for number of issues that are budgeted.
 - (c). Act as central clearing house to obtain and disseminate informative articles, news of Region importance and regional affairs.
 - (d). Arrange for the interchange of chapter publications between all chapters of the Region.
 - (e). Make recommendations for the Region Newsletter Award in accordance with the Region Awards Guide.
 - (f). Other duties as defined by the Board.

From Part 7 of the RAR (Region Committee Guidelines)

PUBLICATIONS COMMITTEE

A. INTRODUCTION

1. The Institute does not have a Standing Publications Committee and there is no programmatic relationship between the Region Publications Committee and any Institute Standing Committee. However, Institute Staff does provide information on a regular basis for consideration for inclusion in Region or Chapter publications.

B. PURPOSE OF THIS GUIDE

1. The purpose of the Region Publications Committee Guide is to assist the Region Publications Committee in implementing the Region's Publication Program. This program consists of:
 - a). Work to achieve the goals and objectives established for the Region Professional Development Program by the Region Board within the budget provided by the Region.
 - b). Developing, promoting and implementing a specific Region Publication Program.
 - c). Develop and publish a periodic Region Newsletter for distribution to the Region's membership as either hard copy or electronic copy.
2. Serving as a "Clearing-house" for ideas and activities that may increase the Region's Publication Program activities.

C. SPECIFIC REGION PUBLICATIONS COMMITTEE ACTIVITIES

1. Write, solicit and collect articles for publication in the Region, Chapter and Institute newsletters or other CSI publications.
2. Solicit sponsorships and ads for Chapter and Region publications.
3. Provide focused support to Chapter publications in need.
4. Solicit, edit, publish and distribute Chapter, Region, and Institute leadership rosters.
5. Volunteer support to Region Conference Host(s) for publishing Region Conference Journals.
6. Develop and publish other useful publications.

D. DUTIES OF THE COMMITTEE CHAIR

1. Coordinate the Committee's activities.
2. Provide a written report of Committee activities to each Region Board Meeting and at other times if requested by Region President or Region Secretary.
3. Submit a "Year-end Report" to Region President and Vice President summarizing Region Publications Committee activities for the year.
4. Request Region Budget allocation if funding is required to perform Committee's assigned duties.
5. Assist in judging nominations for the Region Donald J. Colosano Newsletter Award.
6. Assist in judging nominations for the Region Electronic Publications Award

E. DUTIES OF COMMITTEE MEMBERS

1. Serve as Chapter liaison with the Region Publications Committee.
2. Communicate with other Chapter Membership Committee Chairs as a way of sharing idea and concerns.
3. Assist in the development and implementation of appropriate programs to accomplish activities listed in "Specific Committee Activities" shown above.

F. REFERENCES

1. CSI Administrative References
 - a). Editors Guide
2. Northeast Region Administrative References
 - a). Part 4, Section 12
 - b). Part 5 – Region Awards Guide