

ACTION PLAN - Section NE-7B Newsletter – November 2009

Purpose:

1. Inform all members of Section news and activities.
2. To promote the conclave.
3. Communicate regional and national information.

Structure:

- Section Newsletter Chairman: Brenden DelBene
- Section Newsletter Adviser: Fred Compton
- The Section Secretary, Connor Morabito, will be the officer directly overseeing the project, consulting with the chairman to ensure general adherence to the outlined schedule below.

Time Table:

The goal will be to produce 4 newsletters this year:

1. September 2009
2. December 2009
3. February 2010
4. April 2010

Format:

Strongly suggested that the newsletter be 1 double-sided page, in color and as a PDF.

Method:

1. 1 month prior to publication, Secretary and Chairman will formulate contents/ articles for the newsletter.
2. The Chairman will be responsible for soliciting writers, the newsletter format, and the content of the newsletter.
3. The Chairman and Adviser will review the draft newsletter.
4. The chairman will submit the semi- final draft to the Section Chief and Adviser for final review.
5. Once approved the, the Chief will be ensure distribution and send a copy to the Section Webmaster.

Distribution:

The Newsletter is intended to be inserted into pre-existing Lodge mailings and/or newsletters. The Section newsletter will also be posted on the website, with an electronic message will be sent out notifying people that a new newsletter has been posted. In addition, a copy will be sent to COC members in the mail.