

PUBLICITY CHAIRMAN

Revised – July 2012

1. *Write several short articles for the December/January and February/March issues of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section.*
2. *Submit news articles to area newspapers, Jonquil, radio and television stations for coverage of any event pertaining to council activities.*
3. *Request chapters to send you a clipping of ESA news articles published in their local papers. It is customary for the State Publicity Chairman to arrange these news clipping in a simple folder or book and present to the State President during Second General Assembly at Convention. This should be referred to as a “News Folder” rather than Scrapbook.*
4. *Immediately after April 1, send a list (city, chapter name and number) to the Outstanding Chapter Chairman of all chapters who have submitted publicity articles. She needs this information by April 15.*
5. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
6. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
7. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*