

**San Antonio Conservation Society
Job Description**

PUBLICATIONS / NEWSLETTER / YEARBOOK

The Publications / Newsletter Yearbook Committee coordinates the publication of the San Antonio Conservation Society's newsletter, the Preservation Advocate (PA), and the Yearbook.

DUTIES OF THE CHAIRMAN

1. Appoint members to the committee and present to the President approval. Assign committee duties to members.
2. Keep the President informed of all meetings and activities of the committee.
3. Work with Staff Liaison to coordinate all activities.
4. Include two Active Members (not on Board of Directors) on the committee.
5. Serves as editor for the Society newsletter, the Preservation Advocate (PA).
6. Coordinates and assembles material from the President, chairmen of committees, office staff, and other sources for inclusion in the PA.
7. Coordinates with the Staff Liaison on photos and press releases.
8. Furnishes submittal deadlines to all chairmen for publication schedule.
9. Coordinate with the Administrative Specialist the publications of the Yearbook.
 - a. The President approves the format and color of the Yearbook. Lists of committee members are submitted to the President for approval before listing in the Yearbook.
 - b. The Executive Director compiles the annual report, and reviews the historical information for accuracy.
 - c. Set up a subcommittee to check for Yearbook accuracy.
10. File a final report of the committee's activities before the June general membership meeting.