## Bulletin Committee

. (Also see [**OG Bulletin Manual**](#_Old_Guard_Bulletin) toward the end of Section IV)

DUTIES

The Bulletin Committee prepares and distributes each month a four page Bulletin with information of general interest to Old Guard members.

PROCEDURES

The Bulletin Committee consists of a Chairman and an unspecified number of members. The Chairman is appointed by the Director.

Before the beginning of the year, the Chairman appoints an Editor for each month, and for the first month of the following year. Input for the bulletin and for special inserts is given to each monthly editor by the Director, Program Chairman and other Old Guard Committee Chairmen or their representatives. In the event that this input is not received by the monthly Editor in a timely fashion, it is his responsibility to obtain it from the appropriate individual.

The monthly Editor prepares a draft copy of the Bulletin and submits that copy to a typist who prepares the formal copy, which is then circulated via email to the other members of the Bulletin Committee for comments, which are taken into account in preparing the final copy for distribution to members. The typist sends this copy to the printer with an order form based on instructions from the Committee Chairman and the monthly editor. The printer bills the Treasurer. Members are encouraged to receive Bulletins by email to reduce the cost of printing and postage.

Either the Bulletin Committee Chairman or the monthly Editor picks up the printed bulletins from the printer, labels and stamps the bulletin for mailing. One copy of the bulletin is posted on the bulletin board at the last meeting of the month and the rest of the extra copies are placed in the membership container for use in recruiting new members.

In some months, additional material, such as the Directory or Ladies Day flier, is mailed with the Bulletins. The September Bulletin should include as an insert, the “[Recruitment for Committee & Activity Participation](#_Recruitment_for_Committee)” near the beginning of the section on [Committees](#_–_COMMITTEES).

The Bulletin is distributed by the US Post Office or by email with PDF attachment to the members. Bulletins are also provided to other interested parties such as other Old Guard Chapters.

Bulletin Content

The Bulletin should contain, but not be limited to, the following:

1. Names of Director & Vice-Director, Editor, and Editor of the month.
2. Director’s Message:

Each issue of the Bulletin will include a short message by the Director to the membership on a subject of his choice. It has become the custom for the Vice Director to substitute for the Director in providing the message in the February and September issues of the bulletin.

1. Program schedule for the current month including:
2. Weekly topic & speaker;
3. Meeting place, dates and times;
4. Name of Program Chairman for that month;
5. Video title (from Visual Aids Committee Chairman) if used.
6. Preview of Program schedule for the subsequent month.
7. Brief descriptions of Old Guard events of special interest such as future trips, picnics, theater parties, etc.
8. Items of special interest, especially for the benefit of absent members, e.g.
9. Election results and biographical sketches of a new Life Members
10. Accounts of outstanding achievements of members for the Old Guard or in the community, etc.
11. Directory changes, prepared and furnished by the Membership Committee including:

* New members, their addresses & telephone numbers;
* Losses by resignation or death.

The Bulletin should also contain, but not be limited to, the following:

1. Articles of unusual interest such as Old Guard history, membership and attendance statistics, etc. Such information can be obtained from Historical, Membership and other Committees.
2. Appropriate extracurricular activities of interest to Old Guard members may be inserted on the last page.
3. Occasional references to items in the Blue Book, when relevant.

