

OFFICIAL PUBLICATION COMMITTEE

1. Purpose:

The purpose of the Official Publication Committee is to publish and oversee the official publication of the International Association of Women Police. The Committee is comprised of a Chair (Editor) and may be comprised of, but not limited to, Assistant Editor, past Editor(s) and members selected by the Committee Chair.

2. Objectives:

The objective of the Official Publication Committee is to produce a professional publication to represent the International Association of Women Police.

3. Procedure:

- 3.1. The Chair shall be appointed by the President of the Association with the approval of the Board of Directors, and the Chair's title shall be Editor.
- 3.2. Duties and responsibilities of the Editor are to:
 - 3.2.1. Ensure the publication of the Official Publication of the Association four times a year;
 - 3.2.2. Decide, in liaison with magazine producer, submission, printing and circulation dates in line with the Association's annual conference schedule;
 - 3.2.3. Consider ideas for articles both self-sourced and from members and board members and pass to magazine production company for journalists to create articles/stories;
 - 3.2.4. Maintain regular contact with board members to ensure the 'Who's Who' section of publication is as up to date as possible;
 - 3.2.5. Prepare reports on activities to Board of Directors twice yearly and report annually to the Annual General Membership meeting.
 - 3.2.6. Publish a column in the official publication;
 - 3.2.7. Publish *Policy Nine* Nominations/Election Procedures in line with Policy 9 requirements;
 - 3.2.8. Ensure publication and mailing of the pre-conference issue at least sixty (60) days prior to the opening of the Annual General Meeting;
 - 3.2.9. Decide, in liaison with the magazine producer, the 'theme' of each issue and number of pages for certain matters e.g. the number dedicated to the annual conference in both the pre- and post-conference issues;
 - 3.2.10. Actively solicit advertising for the Official Publication;
 - 3.2.11. Approve overall content and design of the Official Publication on behalf of the IAWP Board of Directors;
 - 3.2.12. Work in collaboration with the Official Publication Committee to proofread each issue prior to publication and give final go ahead for

- publication;
- 3.2.13 Make all editorial decisions on behalf of the Association;
 - 3.2.14 Make contact with 'official' photographers at events, including IAWP Annual Training Conference; obtain copies of photos for use in Official Publication;
 - 3.2.15 Mentor an 'Assistant Editor' who can act/cover in the event of the Editor's absence, illness or 30 day resignation to ensure business continuity for Official Publication production.
- 3.3. Duties and responsibilities of the Official Publication Committee are to:
- 3.3.1. Review submitted materials for content, as requested by the Editor or an officer of the Board,
 - 3.3.2. Assist in proof reading the official publication prior to submission to the printer, as requested by the Editor,
 - 3.3.3. Provide other assistance related to the official publication, as requested by the Editor or the Board of Directors,
 - 3.3.4. Increase membership in IAWP through use of the Official Publication.

Amended September 22, 2001

Amended April 2, 2004 – format only

Amended September 18, 2009 – as to content and format

Amended September 2014 as to content