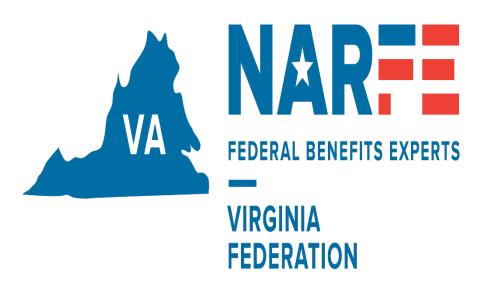
VFN NEWSLETTER GUIDELINES



Newsletter Editor June Staton, Ph.D.

VFN President Constance T. Bails., Ph.D.

VIRGINIA CHANGING FOR THE FUTURE

I. Newsletter Editor:

The Newsletter Editor prepares the VFN Newsletter, issued twice a year in the Fall (November) and Spring (April), and the <u>VFN Annual Report</u> issued in August. The Newsletter Editor handles the creation of a consistent and appealing format for presenting information; improving grammar, word choice, sentence structure, and summarization of the content. Duties of the editor include soliciting items (articles and photographs) for publication, editing contributions, developing layout, and keeping a digital backup of all original VFN newsletters published and pass them on to the successor.

The editor has the following specific duties:

- 1. <u>Attend VFN Board meetings</u> as needed.
- Communicate and coordinate with the Executive Committee the tenor, nature and content of the Annual report and each issue of the Newsletter.
- Communicate and coordinate with Board of Directors on content of annual report and newsletter.
- Appoint PR Chair or designee to proofread the newsletter.
- Obtain approval from President/Secretary on the final editing of the newsletter.
- 2. Prepare a finished PDF copy ready for posting on the Internet.
- 3. Submit Newsletter and Annual Report to Web Coordinator for posting on website
- 4. Webmaster: Post Newsletter and Annual Report to VFN web site; notify the VFN Board Members it is available, via a link to its location; keep a complete file of past VFN Newsletters for three years.

II. VFN Newsletter Process:

- A. The Newsletter is a fall and spring publication, published November and April each year.
- B. Beginning October 1st and April 1st board members submit via email, information for the newsletter.
 - a. Area Vice Presidents submissions to the 1st VP for approval
 - b. Program Chairs submission to the 2nd VP for approval

- c. 1st VP, 2nd VP, Secretary, Treasurer, Past President and Region X-VP submissions to VFN President for approval
- d. VFN President, 1st VP and 2nd VP submit all approved documents to Newsletter Editor NLT October 31 for Fall Newsletter and April 30 for Spring Newsletter
- C. Fall Issue includes: May through upcoming activities and events in October
- D. Spring Issue includes November through upcoming activities and events in April
- E. Content of each issue may include but is not limited to:
 - President's Message
 - Region X Vice President Message (Optional)
 - Past President (optional)
 - Editor's Message (optional)
 - Federation Directory: Board of Directors, Appointees, Chapter Presidents (Secretary)
 - Current Treasurer's report
 - Nominations Committee Chair Report (Optional)
 - Summary of Annual Conference/Meeting for Spring Issue (VFN 1st President)
 - Summary/highlight of Annual Conference/Meeting for Spring Issue (Secretary)
 - Dates and location of upcoming Annual Conference/Meeting for Fall Issue
 - VFN calendar of events or Important Dates from Public Relations
- F. Program Chairs (PC): Content of each issue may include but is not limited to:
 - Pictures with articles that relate to services provided (summarized)
 - Use tables, charts or graphs (Alzheimer's, Membership, i.e.)
 - Recognition of new chapter members by name
 - Remembrance of recently deceased members by name
 - Advertisements (Optional)
- G. Field Operations Area Vice Presidents: Content of each issue may include but is not limited to:

- Pictures with articles that relate to chapters and area activities (summarized)
- Articles from Chapters for each issue
- Reprint of articles from Chapter Newsletters.
- Suggested articles for the newsletter may include:
 - 1. Local upcoming events Website developments, conventions, training/workshops, recruitment events, advertisements, chapter anniversaries; etc.
 - 2. Member profiles
 - 3. Annual VFN Conference: call for presentations, facilitators and support

III. VFN Annual Report Process:

- A. Publish Annual Report August each year.
- B. The report includes the period from July 1 June 30
- C. Beginning July 1st board members submit via email, information for the annual report using procedures stated in (II B a-d).
- D. Content of each report include but not limited to:
 - Table of Contents
 - President's Report
 - Past President's Report (optional)
 - Region X Vice President (optional)
 - Treasurer's Annual report
 - Secretary's summary of previous Annual Meeting
 - Area Vice Presidents and Program Chairs reports summary of accomplishments, may include pictures.