

## Section 5.13: Newsletter Committee Chair

### Objective

The Newsletter Committee Chair is responsible for the publication of the Region 10 Newsletter. The Region 10 Newsletter is an important media for communicating Region 10 business and improving the identity of IEEE Region 10 in the Asia Pacific region. It is to be delivered to members in a way that is commensurate with the best available technology and consistent with the diverse regional circumstances.

The objectives of the Region newsletter are;

- a) To inform the IEEE members, leadership of Region 10 and the appropriate Institute and IEEE staff of newsworthy Region 10 activities in a timely and frequent manner;
- b) To publish news of Region 10 personalities, appointments, and awards;
- c) To report on appropriate Institute matters;
- d) To present statements of Region and Institute candidates for office;
- e) To present views of members and officers on various relevant subjects.
- f) The frequency of publication of newsletter will be 4 issues per year. All previous issues would be available as archives.

### Responsibilities

- The Newsletter Committee Chair will collect inputs from IEEE HQ, the Region Executive Committee, Region officers, Council Chairs, Standing Committee Chairs, and solicit inputs from others, as appropriate (e.g., candidates for office).
- Regional members are encouraged to submit newsworthy articles to the newsletter.
- The Newsletter Committee Chair will assemble and edit the collected inputs, and other pertinent items into a cohesive document. Consideration should be given to space, ease of understanding, and suitability for publication. This may be achieved by the Committee Chair with personal/company hardware and software and where necessary with assistance from local service providers.
- The Committee Chair will maintain an objective and unbiased position. A subcommittee may be nominated and can assist with the timely publication of the R10 Newsletter.
- The Committee Chair will arrange for the Newsletter to be distributed and forward a copy to the R10 Webmaster for online availability and storage.

- The circulation of the Newsletter will be to the maximum number of possible IEEE members in the region, MGA Board officers, the IEEE Board of Directors, and appropriate IEEE staff. Influential (non-IEEE) company executive officers with significant numbers of IEEE employees should be considered in the distribution list to enhance IEEE's reputation and image. A subscribe /unsubscribe option should be included to provide members with the choice of continued receipt.

*\*Important items that are submitted to the Newsletter Committee Chair that cannot be effectively publicized in the Newsletter cycle should be directed to the IEEE Asia Pacific Office for email distribution.*

*\*General items that are of interest beyond the newsletter cycle should be copied on to the Region 10 home page as reference material.*

- Back issues will reside on the IEEE Region 10 home page.
- The Newsletter Committee Chair will attend the Region 10 Committee Meeting and the Region 10 Executive Committee Meetings. A written report of publication activities shall be presented and recorded.

### **Term of Appointment**

The recommended appointment for this position shall be a two-year term.

### **Funding**

The Newsletter Committee Chair will provide a budget for the following year's Newsletter to the Region 10 Treasurer during the fourth quarter of the prior year. The Region 10 Delegate/Director shall approve financial deviations from the approved Region budget.

Online newsletter: <http://www.ieeer10.org/newsletter/>

Archived: <https://www.ieeer10.org/r10-newsletter/>