

## Newsletter

- Gather and organize club information to be sent to all the members.
  - Upcoming events
  - Meeting minutes
  - Reports on club activities
  - General information of interest to the club.
- Publish the quarterly newsletter.
  - Timed to precede the quarterly meetings by about a week in order to provide a reminder of the meetings themselves.
  - “Publishing” means emailing it to the president and to the Communications committee member, who then sends it out.
  - Print hard copies which are addressed, stamped and mailed to those who don’t have email (~10 people).
- Newsletter format
  - Typeface: Times New Roman
  - Header Fonts size 14
  - Body mostly in 12 point.
  - Standard rules of composition and punctuation apply (e.g., 2 spaces after a period, etc.).