



7.03 Newsletter Content

Approved: 2018-03-08

Latest Revision Date: yyyy-mm-dd

Review required: 2022

Intent

To describe the purpose, content and frequency of the SBOA Newsletter.

Policy and Procedures

SBOA publishes a newsletter twice a year after conferences to inform members about conference topics and upcoming events. The newsletter usually includes:

- President's message.
- Summary description and photograph of each speaker during a conference.
- Notification of membership changes.
- Acknowledgement of conference sponsors.
- Advertising by corporate sponsors.
- Articles and editorials of interest to members.
- Notice of location and dates for the next conference.
- Contact information for SBOA Officers and Directors.

Newsletters are delivered to members by email, unless a member does not have an email address and delivery by post mail is requested (see [3.03 Membership Register and Lists](#) and [7.02 Communication Methods](#)).

The Newsletter Editor (see [7.01 Communications Committee](#)) prepares, serves as editorial authority, and publishes SBOA newsletters, and consults the President or Vice President regarding inclusion of unusual content.

Application

SBOA Newsletter Editor, SBOA Communications Committee Chair and members.