



SOP TITLE	TNI Newsletter Preparation and Distribution
SOP NO.	1-115
REVISION NO	0
PROGRAM	Administration

SOP Approval Dates

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Program	NA		
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1.0 Purpose and Applicability

The Advocacy Committee of The NELAC Institute (TNI) sponsors preparation and distribution of 'The Institute Review,' which is the electronic newsletter of TNI. This newsletter is published 3-4 times per year, distributed by email, and posted on the TNI website.

2.0 Summary

This Standard Operating Procedure (SOP) describes how assignments are chosen and made for the articles included in the newsletter.

3.0 Related Documents

None.

4.0 Definitions

None.

5.0 General Procedures

- 5.1 The publication dates are determined by the TNI Executive Director (ED), but typically are quarterly with an issue before and after each of TNI's semi-annual meetings geared toward addressing issues of the prior meeting and those up-coming for the next meeting.
- 5.2 Articles are identified by the ED in consultation with the Advocacy Committee Chair, during one of the monthly Advocacy Committee meetings. Assignments for preparing the articles are made in addition to "due dates" specified during this same meeting. Most, but not all articles, will be assigned to committee members, some to the ED, and some to outside parties.
- 5.3 An individual is chosen to be editor from among the Advocacy Committee Membership and will correspond with the authors of the assigned articles to ensure timely delivery of articles. Typically, several individuals are chosen at one time to cover all newsletters for the coming year.
- 5.4 The editor delivers the complete package of assigned articles to the ED on or about the "due date" agreed upon.
- 5.5 The ED determines the order of articles in the newsletter itself and directs the administrative staff to prepare a draft newsletter, including sidebar information as appropriate for up-coming announcements and other information about the organization.
- 5.6 The ED circulates the draft newsletter to the Advocacy Committee Membership and other contributors for review and correction, if needed.
- 5.7 Administrative staff prepares final copy in Portable Document Format for distribution.
- 5.8 The ED distributes the newsletter using automated email to all TNI members, and others as needed, and has it posted to the TNI website.

6.0 References

None.

7.0 SOP Approved Changes

Revision No.	Effective Date	Description of Change
0	5/5/2011	New document