



<b>SOP TITLE</b>	<b>TNI Newsletter Preparation and Distribution</b>
<b>SOP NO.</b>	<b>1-115</b>
<b>REVISION NO</b>	<b>0.1</b>
<b>PROGRAM</b>	<b>Administration</b>

### SOP Approval Dates

	<b>Initial Approval</b>	<b>Last Revision Date</b>	<b>Last Review Date</b>
<b>Committee: Advocacy</b>	5/5/2011	3/3/2022	
<b>Program</b>	NA		
<b>Policy Committee Review</b>	10/14/2013	4/22/2022	
<b>TNI Board of Directors Endorsement</b>	10/9/2013	NA (5/11/2022)	
<b>Effective Date</b>	5/5/2011	3/3/2022	

## **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, during one or more 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 TNI members active in the issue area of the article.
- 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, which consists of short teaser introductions to each article that are linked to Portable Document Format full articles, and inserted into an email 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
0.1	4/3/2022	5-year review, change to currently used format – remove “Chair” from §5.2 and update §5.7 to reflect current newsletter format.