

## STC Newsletter Competition

# Roles and Responsibilities

The following table describes the activities and roles of the STC Newsletter Competition Committee and the Society office. These are guidelines, and the tasks may shift around from the office to the committee and vice versa.

The competition runs in a cycle with no clear starting and ending point as far as tasks go, and often tasks overlap months and board reports. So, the starting point of the table below is somewhat arbitrary, and it is not at the beginning of a board report “section.”

There is always plenty of flexibility in how things are accomplished, and changes occur to these procedures every year.

<b>Responsibility</b>	<b>Activity Description</b>	<b>Target Date</b>
<i>Competition Committee</i>	<i>Manage the newsletter editors discussion list.</i>	Ongoing
<i>Competition Committee</i>	<i>Encourage editors to exchange newsletters among themselves.</i>	Ongoing
<i>Competition Committee</i>	<i>Manage the Newsletter Competition Web site (<a href="http://www.azsrp.com/STC/Newsletters.htm">www.azsrp.com/STC/Newsletters.htm</a>).</i>	Ongoing
<i>Competition Committee</i>	<i>Create documents that meet the needs of the competition.</i>	As needed
<i>Office</i>	<i>Publish and distribute documents.</i>	As needed
<i>Competition Committee</i>	<i>Design the cover and spine for the exhibits. Provide the office with either files for printing the covers and spines, or provide the printed materials. Some managers may wish to have the office do this task.</i>	March–April or as needed

<b>Responsibility</b>	<b>Activity Description</b>	<b>Target Date</b>
<i>Competition Committee</i>	<i>Create the commentary pages for the exhibits and provide the files to the office. Consolidate and edit the positive comments from the four judges (for each newsletter), and place into an exhibit-style document. Create a results table (of winners only) for the exhibits. Send the file to the office.</i>	April
<i>Office</i>	<i>Verify all information that will be inscribed on the award plaques, including newsletter staff listed on the entry form.</i>	March–April
<i>Office</i>	<i>Verify all information that will be printed in the special section of Intercom, including newsletter staff and judges information.</i>	March–April
<i>Office</i>	<p><i>Construct the Annual Conference newsletter exhibit.</i></p> <ul style="list-style-type: none"> <li>• Obtain binders, dividers, and plastic protector sheets for the exhibits, and a presentation folder for the list of winners (Note: The materials needed for the other traveling exhibits may be obtained also at this time).</li> <li>• Print all materials from the files provided by the competition manager.</li> <li>• Punch holes in all binder materials: newsletter issues, commentary sheets, and lists of winners.</li> <li>• Note: This exhibit becomes the Canadian traveling exhibit.</li> </ul>	Two to three weeks prior to the Annual Conference
<i>Competition Committee</i> (Note: Annual Conference events are often optional or change with the desires of the Society board in any given year.)	<i>Host a newsletter table at Leadership Day.</i>	Leadership Day, Sunday of the Ann. Conf.
	<i>Volunteer to host/facilitate a table topic on newsletters at the Networking Luncheon, or find someone to host/facilitate such a table.</i>	Annual Conference
	<i>Present the Best of Show award winner at Leadership Day or provide information for some type of a newsletter announcement.</i>	Leadership Day, Sunday of the Ann. Conf.

<b>Responsibility</b>	<b>Activity Description</b>	<b>Target Date</b>
	<i>Meet with the Assistant to the President for Recognition (AP), all other competition managers, chapter managers, and/or office personnel at the Annual Conference.</i>	Sunday of the Ann. Conf., as needed
<i>Office</i>	<i>Send a certificate of appreciation to all participating judges.</i>	May or June
<i>Competition Committee</i>	<i>Evaluate Society's competition pages from the newsletter standpoint.</i>	May–August
<i>Competition Committee</i>	<i>Write an article for intercom announcing the competition and rules changes.</i>	April–June (however, if changes are to be determined before the start of the competition year, then this might be better done in the fall).
<i>Competition Committee</i>	<i>Give newsletter editors the opportunity to participate on the Newsletter Competition Committee. Get a list of current editors from the Society Membership Director in order to invite them.</i>	June–July and throughout the year
<i>Competition Committee</i>	<i>Develop goals for the coming year and discuss issues that may have cropped up.</i>	June–August and throughout the year
<i>Competition Committee</i>	<i>Notify newsletter editors about the discussion list and encourage them to sign up for it. Most changes in the chapter and SIG newsletter staffs should be complete by this time.</i>	July
<i>Competition Committee</i>	<i>Update as many documents as possible. This is a good time to get a head start on the year. May include setting up scoring and commentary sheets.</i>	Summer
<i>Competition Committee</i>	<b><i>Write and submit first Board report</i></b>	<b>End of August</b>
<i>Competition Committee</i>	<i>Design or revise the cover letter for the packets to be distributed to the potential entrants and chapter and SIG managers.</i>	August

<b>Responsibility</b>	<b>Activity Description</b>	<b>Target Date</b>
<i>Office</i>	<i>Print documents and build packets for potential entrants. Include cover letter, entry form, entry checklist, competition rules, sample judging forms, and supplemental checklists. Distribute the packets to chapter, student chapter, and SIG newsletter editors; chapter presidents; student chapter advisors; SIG managers; all STC competition managers; the AP for Recognition; and all director-sponsors (others? Society Officers?).</i>	End of August or early September
<i>Competition Committee</i>	<i>Build a list of potential competition judges from previous winners lists and previous judges lists.</i>	August–September
<i>Competition Committee</i>	<i>Recruit qualified competition judges.</i>	September – Early January
<i>Competition Committee</i>	<i>Send a reminder announcement of the competition, and entry deadline, to newsletter editors, chapter presidents, student chapter advisors, and SIG managers.</i>	First week of October
<i>Office</i>	<i>Receive competition entries (entry forms, supplemental checklists, and first newsletter submissions). These will be filed by the newsletter’s chapter or SIG. You may 3-hole punch three copies of competitive entries which potentially will end up in traveling exhibits.</i>	October 15 (postmark)
<i>Office</i>	<i>Build a List of Entries Table (include all the entry information) and an Entry Log (to track entries, issues, and media). [Maybe some day we’ll have an online entry form that will pull data from the STC membership database and make building the list of entries much easier. This would also be the case for judges and their information.]</i>	October 31

<b>Responsibility</b>	<b>Activity Description</b>	<b>Target Date</b>
<i>Office</i>	<p><i>From the List of Entries,</i></p> <ul style="list-style-type: none"> <li>• <i>Create an email distribution list (give to the competition manager).</i></li> <li>• <i>Create labels for filing entries, for folders in judge packets, and for address labels for the judge packet envelopes</i></li> </ul>	November–December
<i>Competition Committee</i>	<p><i>From the List of Entries,</i></p> <ul style="list-style-type: none"> <li>• <i>Determine the number of statistical and qualitative judges needed.</i></li> <li>• <i>Begin assigning judges to the newsletters.</i></li> </ul>	November–December
<i>Competition Committee</i>	<p><i>Select the appropriate scoring sheets (paper or online, and chapter or SIG), and populate the worksheet and commentary sheets with</i></p> <ul style="list-style-type: none"> <li>• <i>The newsletter name</i></li> <li>• <i>The chapter or SIG name</i></li> <li>• <i>The judges assigned to the newsletter</i></li> <li>• <i>The issues to be submitted (for the worksheets)</i></li> </ul>	November–December
<i>Competition Committee</i>	<i>Submit expense report if needed.</i>	December
<i>Competition Committee</i>	<i>Revise competition entry form.</i>	By December–January (it is recommended that this be worked on during the summer).  <i>Note: Revisions should be completed by the time of the start of the competition year, the first day of February.</i>
	<i>Revise supplemental check lists for chapters, student chapters, and SIGs.</i>	
	<i>Revise competition rules with new dates, judging criteria, and so on.</i>	
	<i>Revise statistical and qualitative competition judging forms for chapters, student chapters, and SIGs.</i>	
	<i>Submit revised documents (rules, entry form, judging forms, checklists, and competition cover letter) to the STC Newsletter Competition Committee and to the office for review.</i>	
	<i>Post the revised documents on the Newsletter Web site and provide electronic files to the office.</i>	
<i>Competition Committee</i>	<b><i>Write and submit second Board report.</i></b>	<b>December</b>

<b>Responsibility</b>	<b>Activity Description</b>	<b>Target Date</b>
<i>Office or Competition Committee</i>	<i>Send a reminder about the second competition deadline to the newsletter editors.</i>	January 5
<i>Office</i>	<i>Receive remaining newsletter submissions.</i>	January 10 (postmark)
<i>Competition Committee</i>	<i>Create files for the judge packets (cover letter, calendar, list of entries and assignments, samples, etc.).</i>	January (can start much earlier)
<i>Office</i>	<i>Print documents and construct packets for judges (cover letter, calendar, list of entries and assignments, samples, rules, appropriate judging forms, supplemental checklists to statistical judges, 3 issues of each newsletter assign to a judge, etc.) and distribute to competition judges.</i>	January
<i>Competition Committee</i>	<i>Receive judges' evaluations (target date – often delays).</i>	February 28 (may be delays)
<i>Competition Committee</i>	<i>Compute winners. Enter the judges' scores into separate Excel files for each newsletter in the competition. Calculate the final scores and determine what newsletters won what awards. Create a list of winners document and notify the office.</i>	March 10 (April 10 at the latest)
<i>Office</i>	<i>Notify winners, Society officers, AP for Recognition, chapter presidents, student chapter advisors, SIG managers, director-sponsors, and the STC Webmaster.</i>	March (may be delays)
<i>Competition Committee</i>	<i>Receive judges' written comments. Enter the comments into separate Word files (1 file per newsletter; 3 judges' comments per newsletter—keep comments delineated). Format the files nicely for the entrants.</i>	Mid-March (may be delays)
<i>Competition Committee</i>	<i>Create files for the Results Packets to be sent to the entrants. Write cover letters for winners, non-winners, and non-competitive entrants. Provide files for the office: cover letters, scoring worksheets, formatted comments, and list of winners.</i>	March–April (April 15 at the latest)

<b>Responsibility</b>	<b>Activity Description</b>	<b>Target Date</b>
<i>Office</i>	<i>Print files for the Results Packets, build the packets, and send to the entrants.</i>	March–April (April 20 at the latest)
<i>Competition Committee</i>	<i>Write an article for intercom announcing the next competition.</i>	Sometime between April and July
<i>Competition Committee</i>	<i>Submit expense report if necessary.</i>	April
<i>Competition Committee</i>	<b><i>Write and submit third Board report</i></b>	<b>April</b>