OFFICIAL PUBLICATION COMMITTEE

1. **Purpose:**
The purpose of the Official Publication Committee is to publish and oversee the official publication of the International Association of Women Police. The Committee is comprised of a Chair (Editor) and may be comprised of, but not limited to, Assistant Editor, past Editor(s) and members selected by the Committee Chair.

2. **Objectives:**
The objective of the Official Publication Committee is to produce a professional publication to represent the International Association of Women Police.

3. **Procedure:**
   3.1. The Chair shall be appointed by the President of the Association with the approval of the Board of Directors, and the Chair’s title shall be Editor.
   3.2. Duties and responsibilities of the Editor are to:
       3.2.1. Ensure the publication of the Official Publication of the Association four times a year;
       3.2.2. Decide, in liaison with magazine producer, submission, printing and circulation dates in line with the Association’s annual conference schedule;
       3.2.3. Consider ideas for articles both self-sourced and from members and board members and pass to magazine production company for journalists to create articles/stories;
       3.2.4. Maintain regular contact with board members to ensure the ‘Who’s Who’ section of publication is as up to date as possible;
       3.2.5. Prepare reports on activities to Board of Directors twice yearly and report annually to the Annual General Membership meeting.
       3.2.6. Publish a column in the official publication;
       3.2.7. Publish *Policy Nine* Nominations/Election Procedures in line with Policy 9 requirements;
       3.2.8. Ensure publication and mailing of the pre-conference issue at least sixty (60) days prior to the opening of the Annual General Meeting;
       3.2.9. Decide, in liaison with the magazine producer, the ‘theme’ of each issue and number of pages for certain matters e.g. the number dedicated to the annual conference in both the pre- and post-conference issues;
       3.2.10. Actively solicit advertising for the Official Publication;
       3.2.11. Approve overall content and design of the Official Publication on behalf of the IAWP Board of Directors;
       3.2.12. Work in collaboration with the Official Publication Committee to proofread each issue prior to publication and give final go ahead for
3.2.13 Make all editorial decisions on behalf of the Association;
3.2.14 Make contact with ‘official’ photographers at events, including IAWP Annual Training Conference; obtain copies of photos for use in Official Publication;
3.2.15 Mentor an ‘Assistant Editor’ who can act/cover in the event of the Editor’s absence, illness or 30 day resignation to ensure business continuity for Official Publication production.

3.3. Duties and responsibilities of the Official Publication Committee are to:
3.3.1. Review submitted materials for content, as requested by the Editor or an officer of the Board,
3.3.2. Assist in proof reading the official publication prior to submission to the printer, as requested by the Editor,
3.3.3. Provide other assistance related to the official publication, as requested by the Editor or the Board of Directors,
3.3.4. Increase membership in IAWP through use of the Official Publication.

*Amended September 22, 2001*
*Amended April 2, 2004 – format only*
*Amended September 18, 2009 – as to content and format*
*Amended September 2014 as to content*