OFFICIAL PUBLICATION COMMITTEE

1. **Purpose:**
   The purpose of the Official Publication Committee is to oversee the issuance of the official publication of the International Association of Women Police.

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 The Committee shall be comprised of a Chair (Editor) and include but will not be limited to: Assistant Editor, past editor(s), and members selected by the Committee Chair.
   3.3 Duties and responsibilities of the Editor are to:
      3.3.1 Ensure the publication of the Official Publication of the Association as established by the Board of Directors in print or electronically on the official IAWP website;
      3.3.2 Decide, in liaison with magazine producer, submission, printing and circulation dates in line with the Association’s annual conference schedule;
      3.3.3 Consider ideas for articles self-sourced, from members, board members and pass to magazine production company for journalists to create articles/stories;
      3.3.4 Prepare reports on activities to the Board of Directors twice yearly and report annually to the Annual General Membership Meeting;
      3.3.5 Publish a column in the official publication;
      3.3.6 Ensure publication of the preconference issue at least thirty (30) days prior to the opening of the Annual General Meeting;
      3.3.7 Decide, in liaison with the magazine producer, the “theme” of each issue and number of pages for certain matters, for example, the
number dedicated to the annual conference in both the pre- and post-conference issues;

3.3.8 Actively solicit advertising for the Official Publication;

3.3.9 Approve overall content and design of the Official Publication on behalf of the IAWP Board of Directors;

3.3.10 Work in collaboration with the Official Publication Committee to ensure the accuracy of each issue prior to publication and give the final go ahead for publication;

3.3.11 Make all editorial decisions on behalf of the Association;

3.3.12 Make contact with “official” photographers at events including IAWP Annual Training Conferences; obtain copies of photos for use in the Official Publication;

3.3.13 Mentor an “Assistant Editor” who can act/cover in the event of the Editor’s absence, illness or thirty (30) day resignation to ensure business continuity for Official Publication production.

3.4 Duties and responsibilities of the Official Publication Committee are to:

3.4.1 Review submitted materials for content, as requested by the Editor or an officer of the Board of directors;

3.4.2 Assist in ensuring the accuracy of the Official Publication prior to submission to the printer, as requested by the Editor;

3.4.3 Provide other assistance related to the Official publication, as requested by the Editor or the Board of Directors;

3.4.4 Increase membership in IAWP through use of the Official Publication.

Amended September 22, 2001
Amended April 2, 2004 – format only
Amended September 18, 2009 – content and format
Amended September 2014 as to content
Amended September 2021 as to content