

BCCA PUBLICATIONS COMMITTEE RESPONSIBILITIES

Purpose

To oversee all BCCA Publications including the BCCA Website and to ensure that Publications Guidelines and Standing Rules pertaining to Publications are followed.

Duties of the Committee Chair

1. Make certain that the club's publications are distributed to the members as required per the Standing Rules.
2. Work cooperatively with the editors of the Bagpipes and Beardie Bulletin and the Webmaster and act as a liaison between them and the Board as needed.
3. Serve as a backup to the editors and webmaster if questions arise about the appropriateness of items submitted for publication.
4. Make suggestions and recommendations to the Board regarding technological developments that impact the BCCA's communication with its members.
5. Assist in the development of budgets in regard to publications.
6. Field complaints and questions regarding BCCA publications and website.
7. Ensure that members without email are provided access to the Bagpipes.
8. Be well-versed in all standing rules that apply to this position.
9. Maintain Publications Guidelines.
10. Attend the AGM of the BCCA if possible.

Committee Yearly Work Plan

Activities	Date to Be Accomplished	Person(s) Responsible
Coordinate with the Bagpipes Editor	By the 15 th of the month except March and May when it is the 1 st of the month	Bagpipes Editor and Chair
Coordinate with the Beardie Bulletin Editor	Quarterly	Bulletin Editor and Chair
Coordinate with the Webmaster	Ongoing	Webmaster and Chair
Assist Board in Reviewing Bulletin Editor Contracts	Annual Board Meeting	Chair
Prepare Annual Written Report for the Board	September	Chair
Attend AGM	September/October	Chair

Applicable Guidelines

Guidelines for BCCA Publications
 Guidelines for BCCA Website

Applicable Standing Rules

2.0 FINANCES	
2.6	Publications.
2.6.1	Beardie Bulletin. All money associated with the Beardie Bulletin will be handled by the BCCA Treasurer. Subscriptions will be sent directly to the treasurer. Advertisement money will be sent to the editor who shall invoice advertisers for the cost of their ads. The editor shall forward that money with a list of advertisers to the treasurer after the Bulletin goes to press. The printer and the editor shall provide a detailed bill listing all charges associated with each issue and a year-to-date summary of all expenses to the treasurer for payment within thirty days of the completion of their respective jobs as printer and editor. 12/87-04
2.6.2	Bagpipes. Classified ads may be included in Bagpipes at a fee to be determined by the publications committee. Ads for puppies, adult dogs, or stud dogs will not be accepted. 02/95-16

5.0 COMMITTEES AND AFFILIATE CLUBS	
5.1	Committees of the BCCA. Chairs are appointed by the board at the first meeting of the fiscal year (July) and when necessary. All committee chairs shall operate in accordance with the job description for their committee. Job descriptions are approved by the board.
5.2	Committee Records, such as statistics, historical documentation, photographs, and displays are the sole property of the Bearded Collie Club of America and must be surrendered immediately when notified by the recording secretary at the direction of the board. 03/94-03, 06/99-02

7.0 PUBLICATIONS	
7.1	The Bearded Bulletin is an official publication of the BCCA. Bids for the editor's position will be solicited each January, or as deemed necessary, by the board. The Bulletin shall operate and conduct all business according to the Guidelines for BCCA Publications approved by the board. 150428
7.2	The Bagpipes is an official publication of the BCCA. It shall operate and conduct all business according to the Guidelines for BCCA Publications approved by the board.
7.3	The Illustrated Standard is an official publication of the BCCA. Distribution shall follow the rules set forth in the Guidelines for BCCA Publications
7.4	The BCCA Website is the property of the BCCA. The webmaster shall operate the website according to the rules provided in the Guidelines for the BCCA Website.
7.5	Email Service. The BCCA may send emails periodically to all members through an internet subscription service held by the BCCA to disseminate information such as upcoming deadlines, ballots, and affiliate club information.
7.6	The BCCA Litter Listing and Breeder Referral Program is maintained by the corresponding secretary and operates according to the rules provided in the Guidelines for Litter Listings. The listings are included in the Bagpipes and on the club website. 06/10-01
7.7	The BCCA PowerPoint Judges Education Presentation is an official publication of the BCCA and must be approved by the board. 11/06-01