

**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***