

Publications Coordinator Policies & Procedures

Term of Office: June 1 – May 31

- Serve on the Executive Board and attend all Executive Board meetings. (In the case of co-coordinators, they may wish to alternate their Board meeting attendance.)
- Submit reports to the Secretary at least one week prior to each Executive Board meeting. Reports shall include number of each title sold as well as sales figures. In addition, post reports routinely to the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall update and maintain the policies and procedures for the position of Publications Coordinator. These shall be posted in the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall be informed about the organization, its issues and connection with the members and community.
- Use the Board email system as the primary tool to communicate with members of the Board.
- Be responsible for all AWA publications. Oversee publications, revisions, reprints and new publications.
- Coordinate off-premises sales at AWA bazaars, school parent and teacher orientations, etc.
- Maintain a current inventory of all publications and work with the Center Coordinator to ensure the publications storage area is kept clean and dry.
- Is responsible for placing information related to AWA Publications, and any digital publication content, onto the website as directed by the AWA Executive Board in coordination with the Communications Coordinator.
- Shall ensure AWA publication prices are posted at the front desk.
- Maintain an inventory of AWA leaflets (brochures) detailing Membership, Social Welfare and Sponsorship.
- Be trained in the preparation and publication of the AWA Digital Newsletters as backup as necessary.
- Serve as a member of the Finance Committee.

- Attend monthly coffee morning programs, sponsor programs, as well as Newcomer, Regular, Special and Annual Membership Meetings.
- Submit a year-end report by May 31 to the Secretary. This should also be posted to the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall support all Special Events of the AWA.
- Coordinate with the Treasurer regarding your budget and financial reports. Arrange for cash advances ahead of time.