

Colorado State Square Dance Association (CSSDA) - Policy Sheets

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*Policy Sheet - No 6 of 13
Revised – January 29, 2006*

CSSDA Publicity - Public Relation Committee

MEMBERSHIP

1. Membership in this Committee is defined in the Bylaws, and additional members may be appointed as required. The immediate past Committee Chairman should continue as a member of this Committee for a period of one year, serving in an advisory capacity.
2. The current Editor of the CSSDA News shall automatically become a member of this Committee.
3. The current Festival Committee Publicity Chairman shall be invited to this Committee's meeting, and this Committee will work in cooperation with said Chairman's recommendation on promotion of the State Festival. Other Festival Chairmen are also welcome to attend.

DUTIES

1. This Committee is responsible for promotion of good public relations between CSSDA and the public, statewide.
2. This Committee is responsible for preparing and releasing news releases and any other publicity information of any CSSDA sponsored activity past, present, or future to any news media throughout this area and beyond, and shall assist local Councils in Area publicity when requested by the Council President.
3. Promotion of CSSDA Festivals will be in cooperation with the Festival Committee Publicity Chairman.
4. At the first meeting of the year, this Committee shall request from the Secretary of the CSSDA a list of newly appointed Committee Chairmen of the CSSDA and the Area Council Representatives, listing names, addresses and phone numbers.
5. This Committee, working in cooperation with Council Representatives, will assist in keeping local Council publications informed about CSSDA activities. Regular publicity releases concerning next meeting dates, special events and other items of interest will be prepared and released.
6. The Chairman will make himself available to Council Presidents for short publicity talks and informative speeches on CSSDA organization and other pertinent and interesting information relating to the activity.
7. Public Relations Publications will be prepared by this Committee for wide distribution to the general public and news media, advertising the purposes and accomplishments of CSSDA. Publications should be prepared in such a way that they may be reissued at a later date and updated with new information.
8. Publicity Committee shall distribute to new Junior Representatives and any new Senior Representatives at the Annual Meeting a packet containing the Bylaws of CSSDA, the policy sheets, a copy of "Promenading in the Rockies", some CSSDA stationery and any other pertinent information.

MEETING

1. Meetings may be called by the Committee Chairman as often as necessary, taking into consideration elements of time and distance, and coordinating such meetings with the current activities.
2. This Committee, in cooperation with the Chairman of the CSSDA Festival Publicity Committee, may have representation at meetings of the CSSDA Festival Committee so it may correlate its activities with the State Festival activities.
3. Members of the Committee will bring notes from their Area Council meetings so that complete communications from each Council Area may be maintained.