

ARSC

Publications Committee Description

1 Committee Type

The Publications Committee is a Standing Committee of ARSC. The editors of regular publications are committee members, *ex-officio*.

2 Mission

The Publications Committee's mission is to support the publication of articles, monographs, discographies, and periodicals that contribute to the operations of the association and the preservation, study, and appreciation of sound recordings.

3 Objectives

The Publications Committee shall publish:

- *ARSC Bulletin*, one issue per year, in electronic format
- *ARSC Membership Directory*, one issue per year, in print and electronic format
- *ARSC Journal*, two issues per year, in print and electronic format
- *ARSC Newsletter*, three issues per year, in print and electronic format

4 Functions

The Publications Committee shall:

- Advise the association on publication policies and practices.
- Solicit and manage advertising in ARSC publications.
- Support Executive Director in publication of *ARSC Membership Directory*, as necessary.
- Support Secretary in publication of *ARSC Bulletin*, as necessary.
- Support Editor and Editorial Committee on *ARSC Journal* publication, as necessary.
- Support Editor on *ARSC Newsletter* publication, as necessary.
- Coordinate with Online Media Committee to publish content to ARSC Website.
- Write and submit a *Publications Committee Report* prior to each regular ARSC Board Meeting (Spring and Fall).
- Appoint additional Publication Committee Members, whenever appropriate.
- Work with the ARSC Web Manager to maintain and update the committee webpage as necessary.
- Update the *Publications Committee Description* as needed.

5 Effort

5.1 Committee Chair

The Publications Committee Chair may expect to exert the following effort, annually:

- Publication policies and procedures: 2 to 4 hours.
- Support to editors, editorial committees: 10 to 20 hours.

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- Committee management (appoint members, communicate with members, write and submit reports, update webpage): 3 to 6 hours

5.2 Committee

The Publications Committee Chair may expect to exert the following effort, annually:

- ARSC Journal publication: 20 to 60 hours (2 issues)
- ARSC Newsletter publication: 8 to 20 hours (3 issues)
- ARSC Membership Directory publication: 8 to 10 hours

6 Budget

The Publications Committee shall submit any Annual Committee Budget Requests (for the following calendar year) to the ARSC Board, prior to the Fall Board Meeting.