

PUBLICATION COMMITTEE
JOB DESCRIPTION

The Chairperson of this committee is appointed by the President to serve during the current President's term.

According to THE CONSTITUTION AND BY-LAWS OF THE SOUTH EASTERN ASSOCIATION OF CLINICAL MICROBIOLOGY Article VI, Section 3:

Following each meeting a "Newsletter" of proceedings shall be issued by the Publications Committee, and made available to all members. In addition, the Publication Committee shall perform those duties described below unless otherwise ordered by the Board of Directors. There shall be a Publication Committee of the Corporation composed of the Editor-in-Chief and an editorial staff composed of not less than three members. The Publications Committee shall coordinate the editorial policies of all publications of the Corporation, and shall advise the Board of Directors on matters relating to publication policy.

Other duties of this Committee are as follows:

- a. Receive from any committee of the Corporation and publish reports or series of reports, provided that such reports have been approved by the Publications Committee and authorized by the Board of Directors.
- b. Prepare statements of anticipated financial expense and submit to the Finance Committee.
- c. Keep the Corporation's Officers informed of its activities.
- d. Hold Committee Meeting following each scheduled program and at such other times as deemed necessary by the Editor.
- e. The Editor of this Committee shall report in writing to the membership of the Corporation at the Annual Business Meeting of Members unless otherwise directed by the Board of Directors.

Motion March 2003: The SEACM website will be under this committee.