

Interagency Committee of State Employed Women (ICSEW)  
Committee Policies and Procedures

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**3.03 The *InterAct* Newsletter**

Date of Original Issue: 7/13/2004

Date Modified: January 1, 2007

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**PURPOSE**

This policy provides direction to the Communications Committee Chair on procedures related to the *InterAct* newsletter.

**INTENT**

The intent of this policy is to provide clear instructions to the Communications Committee Chair and the ICSEW General Membership on article submittal, how to publish the *InterAct* newsletter, frequency, and resources/references.

**SCOPE**

This policy applies to the Communications Committee Chair and the ICSEW General Membership.

**POLICY**

The *InterAct* newsletter policies and procedures shall meet the following criteria:

- The *InterAct* newsletter shall be published every odd-numbered month posting it on the ICSEW website and distributing to all members through the Listserv®.
- The Communications Committee Chair shall notify the ICSEW General Membership of upcoming deadlines and how to submit articles.

Articles submitted to the *InterAct* newsletter shall meet the following criteria:

- Provide relevant information to Washington State employees.
- Be nonbiased and of a neutral tone.
- Be submitted before or on the deadline date.

**PROCEDURE**

Article Submittal

The Communications Committee Chair is responsible for delegating articles to the Communications Committee members as well as commissioning articles from the Executive Board. This is typically done during committee breakout sessions at the ICSEW General Membership meetings. Once articles have been assigned, an e-mail is sent to the ICSEW Listserv® notifying members of the upcoming deadline and encouraging members to submit additional articles.

Board Approved:

6/24/2004