



Interagency Committee of State Employed Women (ICSEW) Policy

Policy: 330

Policy Name: InterAct Policy

PURPOSE

This policy provides direction to the Communications chair on procedures related to the InterAct newsletter. The purpose of this policy is to provide clear instructions to the Communications 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 chair, Communications subcommittee and the ICSEW general membership.

POLICY

The Communications chair is responsible for publication of articles and delegation of responsibilities for InterAct publications. The InterAct newsletter shall meet the following criteria:

- Articles will be proofread by one Communications subcommittee member or executive board member.
- Articles will be published by posting on the ICSEW website.
- The Communications 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 non-biased and of a neutral tone.
- Be submitted before or on the deadline date.

RELEVANT LAWS/RESOURCES

Revised Date: 11/01/2016

Board Approved:

Committee Approved:

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