



Bulletin Editorial Committee Charter

Revised 10/7/22

Approved by Board *pending*

Committee Description

The Bulletin Editorial committee is a standard operating committee within USSD. It is responsible for producing the Dams and Levees Bulletin four times annually to inform readers on items of key professional interest and technical activities and advances. It provides tools to advocate dams and the dam/water resources industry, as well as the technical resources available within the USSD membership. The committee is led by the Executive Director of USSD, who serves as liaison between the technical membership of the committee and Naylor Publications, the publisher of the Bulletin.

Terms of Reference

The Bulletin Editorial committee was formerly known as the Communication sub-committee under the umbrella of the Advocacy, Communications and Public Awareness (ACPA) committee until the ACPA committee was disbanded and the Bulletin Editorial Committee was established as a standalone committee.

Background and History

The Bulletin began as a newsletter, with brief technical articles and news items for the general membership. Being the single scheduled publication of USCOLD and now USSD, the Bulletin was originally published three times per year, with March, July, and November issues.

In March 2012, the format was revised along with a change to a full color publication. This change also necessitated high-resolution graphics and photographs to maintain a professional quality appearance.

In 2020, the Board of Directors approved and hired Naylor Publications to produce the Bulletin. This resulted in a reorganization of how the committee was run, with the Executive Director taking a more prominent role in the committee as the point of contact with Naylor Publications.

The Bulletin Editorial Committee is responsible for preparing Bulletin issues that combine technical relevance, USSD operations news, technical meetings and workshops, and technical committee activities. The Committee is responsible for assuring the technical competency of published items and performs peer review as required.

Currently, with Naylor Publications, the committee produces the Bulletin four times a year, Winter, Spring, Summer, and Fall. Occasionally, issues follow specific themes, such as highlighting the Young Professionals in the Fall and re-capping the conference in the Summer Issue.



Chair and Vice Chairs

Chair: The Chair is responsible for leading communication efforts in various venues and coordinating with the Executive Director of USSD. To accomplish this, the Chair reaches out to Committee members and the USSD membership to solicit candidate articles, and other technical pieces of the Bulletin. The Chair is responsible for recruiting others for peer review of candidate articles as needed. The Chair is responsible for recruiting Committee members and maintaining contacts throughout the year. The Chair, Vice Chairs, and the Executive Director's designee(s) are responsible for proofreading the draft Bulletin issues before publication.

Vice Chair: The Vice Chair is responsible for reaching out to the membership to solicit candidate articles for issues. Candidate articles are reviewed for technical content and clarity. The Vice Chair steps in for the Chair and leads or represents the Committee whenever necessary. The Chair, Vice Chairs, and the Executive Director's designee(s) are responsible for proofreading the draft Bulletin issues before publication.

Young Professional (YP) Vice Chair: The YP Vice Chair is responsible for reaching out to the membership to solicit candidate articles for issues. Candidate articles are reviewed for technical content and clarity. The Vice Chair steps in for the Chair and leads or represents the Committee whenever necessary. The Chair, Vice Chairs, and the Executive Director's designee(s) are responsible for proofreading the draft Bulletin issues before publication.

Goals and Objectives

Identify specific goals and objectives for a three-year period beginning in 2023.

- Through articles and special features in the Bulletin, provide overview of Strategic Plan initiatives and latest activities.
- Contribute to social media and electronic media by collaborating with the Website and Social Media Committee.
- Publish technical papers and presentations.
- Communicate collaboration efforts in other USSD committees.
- Promote participation in other related organizations.
- Strategically collaborate with targeted international organizations.
- Improve committee operations.
- Perform succession planning.
- Increase committee membership including the involvement of younger members