

**POLICIES HANDBOOK:  
*THE GOOD STUFF* EDITORIAL COMMITTEE**

**SCOPE OF RESPONSIBILITIES**

The Committee ensures publication of the official NDLA magazine, *The Good Stuff*. As monies permit, *The Good Stuff* is published quarterly (December, March, June, August).

**MEMBERSHIP**

The Chair of the committee is appointed by the President and serves as the editor of *The Good Stuff* for a two-year term. The Chair is a non-voting member of the NDLA Executive Board. The NDLA Public Relations Chair is automatically a member of this committee. The President appoints other committee members to two-year terms. All committee members, including the Chair, may serve more than one term and may succeed themselves.

**REPORTS**

The Chair of the committee attends each Executive Board meeting and the annual Conference. The Chair prepares a written report for each Executive Board meeting and an annual report at the Conference.

**BUDGET**

The Finance Committee will solicit a budget request prior to the first Executive Board meeting. The Chair prepares the budget request, which must include monies to pay a production artist and printing costs as well as bulk mailing expenses. Provision may be made for travel to Executive Board meetings, copying, postage, and supplies for the Committee.

**REIMBURSEMENT**

See Reimbursement Policy Handbook

<http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

**CHRONOLOGICAL GUIDELINES**

September-October

- Chair reviews files (paper and electronic) and transfers unnecessary, outdated information to NDLA Archivist/Historian for retention decisions
- Chair prepares budget request for Finance Committee
- Chair contacts Committee members and outlines plans for coming year, soliciting feedback and input
- Develop December issue contents
- Solicit advertising

- Assign tasks to Committee members with deadlines (suggested deadline: all information to production artist no later than November 1 to ensure December production)
- As articles are submitted, Chair proofs, edits, and transfers them to production artist

#### November-December

- Ensure all articles are submitted to production artist
- Chair gets draft copy of full December issue (suggested date: no later than November 15) for review
- All pages or blocks of pages are sent to Committee members and NDLA President for proofreading; changes are submitted to the Chair, who compiles and reviews them with the production artist
- Final draft is sent to Chair for final review and proofreading
- Issue is sent to printers (suggested date: no later than December 1), printed and distributed to membership
- Chair reviews bills for December issue (e.g., production artist, printing costs) and forwards them to NDLA Treasurer to be paid before December 31
- Chair prepares written report and attends Executive Board meeting

#### January

- Negotiate contract with production artist and obtain necessary signatures
- File contract with NDLA President, NDLA Secretary, and NDLA Treasurer
- Develop March issue contents
- Solicit advertising
- Assign tasks to Committee members with deadlines (suggested deadline: all information to production artist no later than February 5 to ensure March production)
- As articles are submitted, Chair proofs, edits, and transfers them to production artist

#### February-March

- Ensure all articles are submitted to production artist
- Chair gets draft copy of full March issue (suggested date: no later than February 19) for review
- All pages or blocks of pages are sent to Committee members and NDLA President for proofreading; changes are submitted to the Chair, who compiles and reviews them with production artist
- Final draft is sent to Chair for final review and proofreading
- Issue is sent to printers (suggested date: no later than March 1), printed and distributed to membership
- Chair reviews bills for March issue and forwards them to NDLA Treasurer for payment
- Chair prepares written report and attends Executive Board meeting

#### April

- Develop June issue contents
- Solicit advertising

- Assign tasks to Committee members with deadlines (suggested deadline: all information to production artist no later than May 5 to ensure June production)
- As articles are submitted, Chair proofs, edits, and transfers them to production artist

### May-June

- Ensure all articles are submitted to production artist
- Chair gets draft copy of full June issue (suggested date: no later than May 19) for review
- All pages or blocks of pages are sent to Committee members and NDLA President for proofreading; changes are submitted to the Chair, who compiles and reviews them with production artist
- Final draft is sent to Chair for final review and proofreading
- Issue is sent to printers (suggested date: no later than June 1), printed and distributed to membership
- Chair reviews bills for June issue and forwards them to NDLA Treasurer for payment
- Remind NDLA Conference Chair and production artist that the August (pre-conference) issue needs to be in the hands of the membership no later than August 15; extra issues also need to be printed
- Develop pre-conference issue contents; collaborate with Conference Chair
- Solicit advertising
- Assign tasks to Committee members with deadlines (suggested deadline: all information to production artist no later than July 1 to ensure August production)
- As articles are submitted, Chair proofs, edits, and transfers them to production artist
- Ensure all articles are submitted to production artist
- Chair prepares written report and attends Executive Board meeting

### July

- Develop pre-conference issue layout; collaborate with Conference Chair and Nominations and Elections Committee Chair, as needed
- Chair gets draft copy of full August issue (suggested date: no later than July 14) for review
- All pages or blocks of pages are sent to other Committee members, Conference Chair, Nominations and Elections Committee Chair, and President for proofreading; changes are submitted to the Chair, who compiles and reviews them with the production artist
- Final draft is sent to Chair for final review and proofreading
- Issue is sent to printers (suggested date: no later than July 24), printed and distributed to membership
- Chair reviews bills for August issue and forwards them to NDLA Treasurer for payment

### August

- Editorial Committee meets (in person, via phone, or electronically) to discuss recommendations for Committee appointments, keeping in mind that continuity and experience are important components
- Verify that potential appointees are willing to serve on the Editorial Committee

- Chair sends recommendations for Committee appointments to NDLA President and President-elect

### September

- Chair attends pre-conference Executive Board meeting and prepares written report
- Chair prepares annual report for presentation at Conference
- Chair attends post-conference Executive Board meeting

Approved by the Executive Board 9/28/01

Reimbursement statement added by Executive Board 3/22/02

Reimbursement statement revised by Executive Board 12/09/02

Reimbursement statement revised by Executive Board 12/03/04

Reimbursement statement revised by Executive Board 5/30/08

Reimbursement statement revised by Executive Board 12/12/12

Members since *The Good Stuff* Editorial Committee was formed in November 1993:

1993-94 Ellen Kotrba, Chair, UND Chester Fritz Library

Dan Koper, ND State College of Science

Sarah Batesel, Mayville State University

Barb Knight, UND Harley E. French Library of the Health Sciences

1994-95 Dan Koper, Chair, ND State College of Science

Sarah Batesel, Mayville State University

Ellen Kotrba, UND Chester Fritz Library

1995-96 Sarah Batesel, Chair, Mayville State University

Sam Johnson, Devils Lake High School

Kelly Steckler, Mandan Public Library

Charlotte Olson, Prevention Resource Center

1996-97 Kelly Steckler, Chair, Mandan Public Library

Charlotte Olson, Prevention Resource Center

Sam Johnson, Devils Lake High School

Jennifer Jones, Bismarck Public Library

Sarah Batesel, Mayville State University

1997-98 Kelly Steckler, Chair, Mandan Public Library

Charlotte Olson, Prevention Resource Center

Sam Johnson, Devils Lake High School

Jennifer Jones, Bismarck Public Library

Marlene Anderson, Public Relations Chair, Bismarck State College

1998-99 Ellen Kotrba, Interim Chair, ODIN Office

Jennifer Jones, Bismarck Public Library

Karen Anderson, Trinity Medical Center, Minot (filling last year of Sam Johnson's term)

Joan Erickson, UND Chester Fritz Library (filling last year of Charlotte Olson's term)

Kelly Steckler, Mandan Public Library

Marlene Anderson, Public Relations Chair, Bismarck State College

1999-2000 APT, Inc., NDLA Executive Secretary, Chair (December 1999 issue only)

Marlene Anderson, Chair, Bismarck State College

Jennifer Jones, Bismarck Public Library

Karen Anderson, Trinity Medical Center, Minot

Joan Erickson, UND Chester Fritz Library

Diana Kiel, Jamestown College (December 1999 issue only)

Marlene Ripplinger, Public Relations Chair, Harvey Public Library

2000-2001 Marlene Anderson, Chair, Bismarck State College

Karen Anderson, Trinity Medical Center, Minot

Joan Erickson, UND Chester Fritz Library

Kelly Steckler, Mandan Public Library

Marlene Ripplinger, Public Relations Chair, Harvey Public Library