Southern States Llama Association Journal Committee Policy and Procedure Guidelines

The Llama Journal is the Official Publication of the Southern States Llama Association. It shall be distributed electronically, quarterly, to all members of the SSLA. Its purpose is to provide information and articles of interest, to serve as a forum for member opinions, to provide a means to distribute SSLA mailings and literature, and, along with the website, to provide a vehicle for publication of the Board of Directors minutes, Treasurer reports, and minutes of SSLA Membership meetings.

SSLA Bylaws ARTICLE VIII: COMMUNICATIONS Section 8.1. The Llama Journal

Committee's Objective

The Committee's objective is to provide the membership with The Llama Journal published at the end of the months of January, April, July, and October, and publish electronically in a timely manner via email and on the SSLA Website in accordance with SSLA Bylaws.

Skills Needed

• Basic computer knowledge with internet and email access
• Basic knowledge of editing and creating desktop publishing with software like MS Publisher • Able to work independently within a timeline

The Committee

The Chairperson is appointed by the President usually at the first Board meeting following the Annual SSLA Membership Meeting, and serves as the Editor. Additional committee members may serve as an assistant to the Editor, generating ideas for articles, soliciting advertisers, etc.

The term of the Committee is for one year. There are no restrictions to term limits for serving on this Committee. The Committee size is determined by the Chairperson. It is recommended to have no less than two members.

The Committee acts with limited authority to freely decide on matters in which the Committee was formed. A Liaison will be assigned to help with communications between the Committee and the Board of Directors.

The Chairperson is responsible for submitting Committee Reports to the Committee's Board Liaison at least five (5) days prior to Board of Directors regular meetings and an End-of-Year Report five (5) days before the Annual SSLA Membership Meeting for the Minutes. These reports should include a brief statement of Committee activities, requests for approvals and/or changes, or ideas for future publishing.

In addition to the reports, the Chairperson will submit to the Secretary yearly by March 1, updates on software used, account numbers, etc, so if the Chairperson has resigned or cannot fulfill their duties, the transition to a new Chairperson will go smoothly.

Required Journal Entries

The following information should be included in each Journal:

- President's Letters
- Current Board of Directors and contact information
- Current Committee Chairs, contact information, and Liaisons
- SSLA Mission and Purpose of Journal
- Schedule of Events
- Approved BOD Minutes
- Deadline for next publication
- Editor's contact information
- SSLA Online and Facebook addresses
- Advertisement Fees
- Disclosure Statement

General Guidelines

It is recommended that a work schedule to determine contents for each issue is created by the Editor at least 2 months before each Journal deadline. (15th of January, April, July, October)

The Committee may periodically solicit membership to provide pictures, articles and advertisements for the Llama Journal. This can be done by email, an insert in the magazine, or reaching out to an individual member to write a specific article about their farm, experience, or activity. Information and pictures members posted on Facebook can also be used for the magazine.

Articles should be submitted in Word or PDF format and photos in PDF, JPEG or PNG, with a minimum 300 dpi via email to the Journal Committee.

Communication with other Committees is essential for activity articles, pictures, and any up-coming notices. A list of new members from Membership Committee should be received prior to each publication as well as any information from the Board along with unpublished minutes, and the President's Letter, at least two weeks before deadlines.

It is encouraged to reach out to 4-H and other llama youth clubs in our region to submit photos and articles that would benefit our SSLA Youth.

Online articles, pictures, and events from other lama organizations that would be of interest to the SSLA lama community, can be used in the Journal with permission granted by the original author and listed with each article.

Addition ideas for the Llama Journal are:

- Photos of llamas and alpacas
- Articles of interest to the lama community in general
- Articles on health care, husbandry, and training
- Articles on members' show accomplishments or their experiences in showing
- Articles about their Farm, involvement with llamas, etc

Proofread and review as needed. Verify permission is listed with each article downloaded from the internet, and pictures are labeled correctly.

Advertisement in the Journal is at the discretion of the Editor. Ads are to be respectful to the association, membership, and support of our mission. Information should be submitted in a digital format such as MS Word or PDF, and pictures as JPEG, PNG, or GIF. Any payment received should be sent to current Treasurer as soon as possible so deposits can be made in a timely manner.

Expenditures beyond the current budget provided to the committee by the Board should be presented first to the President to submit to the Board for prior approval in accordance with the SSLA By-Laws.

It is recommended that the Board Liaison or one additional committee member has knowledge of a publishing app and understands how to send publications to members, in case the Editor is not available to submit the latest publication in a timely manner.

Approved: 8/26