

EXTERNAL AFFAIRS MONTHLY BULLETIN  
RESPONSIBILITIES OF COMMITTEE MEMBERS

Divisional representatives who serve as members of the Editorial Committee of the External Affairs monthly bulletin are expected to assist Information Division in planning the publication of a regular supply of articles. They should be on the lookout for suitable topics for inclusion in the bulletin and be prepared to see that they are provided for publication.

In summary, their duties are the following:

- (1) Attend monthly meetings prepared to suggest, discuss, confirm or substitute articles that should be prepared by their division.
- (2) Offer new articles.
- (3) Suggest articles from other divisions.
- (4) If unable to attend meetings, delegate another officer who has been briefed on proceedings.
- (5) If in doubt about the possibility of an article that has been suggested at the meeting, call the secretary as soon as possible after checking with the appropriate officer.
- (6) Canvass their divisions regularly for subjects that might be suitable for articles and follow up any possibilities.
- (7) Canvass their divisions for dates of forthcoming conferences and, when additions or changes are known, complete the list appended to the meeting agenda and return it to the secretary.