

WVOA Volunteer Position Description



Position Title	Publication Committee member
Purpose, Objective	The mission of the Publications Committee is to produce an informative and interesting quarterly magazine in <i>Wisconsin Woodlands</i> for WVOA members. The Committee makes policy recommendations to the WVOA Board of Directors on all publications; determines the general content of each issue of <i>Wisconsin Woodlands</i> ; and assumes other publication responsibilities when feasible. Committee members are encouraged to write, solicit and submit articles for <i>Wisconsin Woodlands</i> .
Key Responsibilities	<ul style="list-style-type: none"> • Review articles submissions, lead discussion on articles usually no more than 3 per committee member for each meeting date • Attend committee meetings; meet three times a year (March, June and December) in Portage, WI. All dates set year in advance • Members are expected to read and review packet of possible articles and lead a discussion of 2 or 3 articles during each meeting. • Engage with other committee members on magazine issues • Engage with membership when possible to gather feedback on magazine
Qualification, Skills	<ul style="list-style-type: none"> • All levels of woodland knowledge needed to produce a well-rounded magazine • Ability to read and review forestry related articles, usually the Publication Chair will work with you to discover your personal area of expertise/interest and assign you articles to lead discussion at meeting that fall within that area • Seeking members interested in researching and writing articles for the magazine • Members will seek potential articles for review • Interpersonal skills to work in team setting • Ability to work with diverse group of individuals
Length of Commitment	Publications Committee members meet only 3 times a year (March, June and December) for usually a 4-6 hour meeting in Portage, WI.
Reports To	Publications Chair
Benefit to Volunteer	Be part of the team that puts together an award-winning magazine that brings joy and education to many WVOA members. Help take part ensuring WVOA accomplishes our purpose of encouraging sustainable forestry. Take 3 fun “vacation” days a year (the meetings are really fun!) and great way to get away and enjoy company. Engage in thoughtful discussions on a variety of woodland related topics as we review each article.
Support, Training	Publications Chair will work with you to ensure you are prepared to be on committee and feel comfortable.
Miscellaneous Details	Meetings usually take place at Portage Public Library in Portage, WI. Meetings are casual and members bring their own lunch. Dates of meetings are set far in advance to make your planning easy and convenient. Review packets are typically sent via email.