

**CALIFORNIA SOCIETY FOR
HEALTHCARE
RISK MANAGERS (CSHRM)**

**BOARD OF DIRECTORS
POLICY AND PROCEDURE**

COMMUNICATION

**CALIFORNIA SOCIETY FOR HEALTHCARE
RISK MANAGEMENT (CSHRM)**

**BOARD OF DIRECTORS
POLICY AND PROCEDURE**

TITLE: Creating the Quarterly
E-Journal

COMMITTEE: Communication:

AUTHOR: Donna Haight

NUMBER: C-1

DATE: August 28, 1995

DATE OF APPROVAL: October 1995

REVISED: Mark Cohen

DATE OF REVIEW/REVISION: August
2003

POLICY:

In order to assure that the CSHRM E-Journal for members is prepared and distributed on a quarterly basis, the following procedure should be followed by the Communication Chair.

PROCEDURE:

1. Prior to the quarterly publication, materials for the next issue should be gathered as follows:
 - A. Articles/materials submitted for publication shall be reviewed by the Communications Chair.
 - B. Approximately 5 to 6 weeks prior to the scheduled distribution date, the Communications Chair should contact other members of the Communications Committee to discuss the content of the upcoming issue.
 - C. Board Members should be contacted to elicit submissions for inclusion.
 - D. If necessary to receive approval for reprinting material from some other source, the authors or copyright holders shall be contacted regarding written permission as soon as the decision is made to avoid copyright infringement.
2. Approximately 3 to 4 weeks prior to the scheduled date of publication, material for the regular features should be gathered from the following sources:
 - A. The President's letter should be obtained from the President.
 - B. Educational news should be obtained from the Education Chair.

- C. Membership information should be obtained from the current Membership Chair, including the listing of new members who have joined since the last E-Journal.
 - D. Updated sponsorship information should be obtained from the Sponsorship Chair.
 - E. Information regarding scheduled meetings and educational programs from other, allied non-profit organizations (e.g. ASHRM, CHA, JCAHO, etc.) should be gathered from the sponsoring agencies or from bulletins received in the mail to be included in the calendar of events.
 - F. Updated legislative information.
3. Approximately 2 to 3 weeks prior to the scheduled submission to the webmaster, the articles and submissions shall be reviewed by the Communications Chair to determine if sufficient material has been collected. .
- A. If sufficient material is available for the issue, the order and placement within the issue shall be determined by the Communication's Chair and/or designee.
 - B. If insufficient quantity of material has been submitted, the members of the Communications Committee and members of the Board shall be contacted to assist in procuring material.
 - C. Two weeks prior to the scheduled submission to the webmaster, the Membership Chair or his/her designee shall be contacted to obtain a current file containing membership, sponsors and VIP mailing addresses to be sent directly to the webmaster for updating the website..
 - D. The Communications Chair shall ensure that the Treasurer submits a check directly to the webmaster for monthly website fees and any additional mailing costs and publication costs will be submitted as monthly expenses by communications chairperson.
 - E. Following approval of the final draft by the Communications Chair, the E-Journal shall be emailed to the webmaster for placement on the www.cshrmca.org website. Five copies shall be maintained by the Communication's Chair for archival purposes.

* Examples of VIP include leadership of ASHRM, SCAHRM, and SDAHRM

CROSS-REFERENCE: None.

**CALIFORNIA SOCIETY FOR HEALTHCARE
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**BOARD OF DIRECTORS
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TITLE: E-Journal Publication and
Distribution

COMMITTEE: Communication
AUTHOR: Sandy Mahon
NUMBER: C-2
DATE: April 13, 1992
AUTHOR: Nancy Formiconi-Posey
DATE OF APPROVAL: 1992
DATE OF REVIEW/REVISION: August
2003

POLICY:

A quarterly E-Journal is provided to the Society members and ASHRM to provide updates in Chapter news, relevant risk management issues and noteworthy hospital loss prevention programs.

PROCEDURE:

1. Obtain up-to-date email and mailing addresses from membership chair or designated Board support services.
2. Collect and solicit articles from the CSHRM Board and/or membership. Articles may also be purchased from commercial entities.
3. Obtain President's Letter and Job Hotline one week before printing.
4. Edit and assemble columns.
5. Newsletter will be posted by Knowledge Folk, webmaster Paul Kittle on the www.cshrmca.org website. Any hard copies required for members without email addresses will be obtained at Kinko's by Communications Chair and sent regular mail.
6. Postage and purchased services will be paid by the CSHRM Treasurer.
7. Features (suggested)
 - Returning: President's letter, Board list, Educational programs (ASHRM, CSHRM, BARMA, SCAHRM, etc.), Membership news (new members, other information, Legislative update.
 - Feature articles: As available from Board, Membership, etc.

CROSS-REFERENCE: None