Committee e-Newsletters

Committee e-Newsletters are an efficient and effective method for delivering a wide variety of content to all Committee members via email.

Why publish an e-newsletter?

Committee e-Newsletters allow for quick and easy dissemination of a wide variety of content types ranging from functional, administrative information, hot topics, current developments and substantive articles specific to a Committee’s topic area.

How to publish an e-Newsletter

1. A Committee Chair or, more commonly, a designated e-Newsletter Editor works with Committee members to generate and assemble content. Content types include, but are not limited to:
   • Meeting information and Committee activities
   • Committee member profiles
   • Hot topic updates
   • Substantive articles written by Committee members
2. That content is sent to Section staff via e-mail for assembly into an e-Newsletter template.
3. The Editor must also send the completed copyright forms for all contributors of substantive works to the e-Newsletter, as well as a content submission form for each substantive work.
4. The e-Newsletter is drafted several times until the Editor and/or Committee Chair are comfortable that it is ready for distribution.
5. The e-Newsletter is then sent to all Committee members via e-mail by Section staff.

For examples of Committee e-Newsletters please visit the following index: [http://www.americanbar.org/groups/business_law/publications/committee_newsletters.html](http://www.americanbar.org/groups/business_law/publications/committee_newsletters.html)

Best Practices

- Where possible, send all content to Section Staff in Word format, and all at the same time
- Include relevant upcoming events and editorial board updates (where applicable)
- Don’t forget to obtain author copyright agreements where applicable
- Be consistent – publish a newsletter at least two or three times a year
- Time newsletters to coincide with various Committee and Section meetings

Questions? Contact Stephanie Rodriguez at stephanie.rodriguez@americanbar.org.