

**COMMITTEE:** Vision Magazine Editorial Advisory Committee

**TERM OF APPOINTMENT:** One Year

**ACCOUNTABILITY:** CACM President & CEO, CACM Staff Liaison

**CHARTER:** To support CACM in the development of editorial content for Vision Magazine.

## **DUTIES & RESPONSIBILITIES**

1. Write articles based on personal experience and/or knowledge.
2. Conduct interviews and/or research new products, as needed, to insure writing from first hand experience.
3. Use CACM members as resources. If a non-member is used, refer them to CACM's membership department.
4. Submit article in "final" format to CACM Staff Liaison.

## **STRUCTURE**

1. All committee members must be active members of CACM, in good standing.
2. The Chair position will be held by a manager.
3. Attendance at eight (8) meetings per year, two per quarterly issue, approximately one hour in length.
4. Removal from the committee will be automatic if two consecutive meetings are neither attended (physically or via teleconference) nor covered by a co-worker.
5. CACM's Director of Marketing shall act as staff liaison.

## **COMPOSITION**

There is no limit on the composition. You must be a member of CACM in good standing and invited by the President or his liaison staff member to be on the committee.