

## DESK AND DERRICK CLUB BULLETIN GUIDELINES

ADDC recommends member clubs consider the following outline points in the compilation of their club publications as these are generally acknowledged as standard objectives.

### A. Purpose of Desk and Derrick Club Bulletins

1. To keep membership apprised of all local, Regional and Association activities and to encourage attendance at regular monthly meetings, field trips, special activities of the club, and Regional and Association functions.
2. To educate members concerning Desk and Derrick and the industry.
3. To foster good public relations by reflecting the true picture of Desk and Derrick and its purpose.

### B. General Characteristics of a Good Desk and Derrick Bulletin

1. Contents should have interest appeal to Desk and Derrick while geared toward education.
2. Original material written by Desk and Derrick members pertaining to the petroleum, energy or allied industries is encouraged.
3. The bulletin should have a neat appearance and readability. Care should be taken to achieve accuracy in grammar, spelling and typing.
4. The club bulletin best fulfills its purpose when issued monthly. Although some clubs do issue by-monthly or quarterly bulletins.
- 5.

## BULLETIN COMMITTEE

### RESPONSIBILITIES:

Compile and distribute a monthly bulletin to members of the Club and to other persons as authorized by the Board of Directors.

### PROCEDURE:

- I. It shall be noted that the Chairman/Editor is leader of the committee and responsible for its accomplishments. When selecting committee members, Chairman shall keep in mind the need for good reporting which will require some journalistic ability (formal training is not needed), as well as the need for good typists.

II. Budget –

The Chairman shall submit to the Finance Chairman within one week of request, an estimate of expenditures anticipated for the year, including

- A. Printing cost (if necessary)
- B. Postage (if not emailed or distributed at monthly meetings)

III. Bulletin Content –

A. Club News:

- 1. Announcement of monthly meeting – place, time, field trips, seminars, speaker, and other items of importance
- 2. General news or activities of members holding Association positions
- 3. Committee reports
- 4. News of members
- 5. List of new members
- 6. Deadline for information to be published in the next month's bulletin

B. Association News:

- 1. Regional Director's activities
- 2. ADDC President's activities
- 3. Editorials from officers, directors and other authorized personnel
- 4. Committee activities
- 5. Activities of other clubs
- 6. Travels of officers and directors

C. Statement of the purpose of Desk and Derrick

D. Mission Statement

IV. Compilation of Bulletin:

A. Sources:

1. Association news will be received by the Club President from ADO. Included in the mailing will be the Region Director's letter, ADDC President's letter, and communications from any ADDC Committee.
2. Chairman will secure special stories of items of interest and encourage membership to provide special articles.

B. Editing:

1. Chairman/Editor should edit articles for the purpose of:
  - a. Clarity
  - b. Inclusion of only those items related to Desk and Derrick purpose and development

**NOTE – Information received from ADO, i.e. ADDC President's letter, Region Director letter, letters from Committee Chairmen, etc. are to be printed without editing.**

C. Printing/Distributing:

Procedure followed will depend on the kind of reproduction method available and distribute via email, regular mail or hand out at meetings.

D. Each committee shall publish twelve (12) issues or as per club schedule.

V. Files:

A complete file revealing the committee activities and all correspondence during the year shall be kept by the Chairman/Editor.

VI. Summary:

Bulletin Chairman should receive correspondence from the President, list of illnesses and bereavements from the Secretary or Committee Chairman, and reports from all committees so that membership may be aware of upcoming events. The chairman should also receive timely articles and/or editorials from the membership.

Bulletin chairman should provide members a copy of the bulletin each month or as per club schedule. Bulletin copies should also be sent to: ADDC President, ADDC Public Relations Committee Chairman, ADDC Regional Director, and Editor of *The Desk and Derrick Journal*.