

## CCAPS Newsletter Committee Manual

Created 11/25/08 by Jane M. Bost, Co-Chair

Revised 6/1/10 by Diana Damer and Eric Klingensmith

The CCAPS Newsletter Committee is responsible for developing 3 newsletters a year and having them posted on the CCAPS website. The first newsletter is published after the annual ACPA convention in May/June; the second in the fall in September/October; the third is a pre-convention issue in February/March.

### What goes in the newsletter?

- **CCAPS Member Feature.** A featured article about a CCAPS member. May be incoming chair, outgoing chair, or some other CCAPS member.
- **Letter from the CCAPS Chair.** Give the Chair at least 2-3 weeks notice that this is due.
- **Letter from the Newsletter Editor(s).** This is generally a summary of what is included in the newsletter, introduction to any feature article/writers and/or context for why/how we choose contributors or topics.
- **Feature articles.** We usually have a couple of articles per issue. We've invited contributors on a specific topic, book reviews and/or written up "collective thoughts" type pieces (e.g., solicited ideas from CCAPS members & other colleagues about self care). Possible sources of contributing writers:
  - Ask convention presenters of relevant topics and high quality presentations if they'd be willing to tailor an article on their program.
  - Ask colleagues, including interns, to develop articles on relevant mental health topics. It's a good idea to ask people to write an article over the summer when they generally have more time to do so. So, it can help to "plan ahead" for more than one issue.
- **Announcements from committee chairs.** Contact all CCAPS committee chairs to see if they have any information they want included in the newsletter. Some of the most important ones are those announcing a call for programs and call for awards nominations.
- **Liaison reports.** Check with the CCAPS chair to get a list of all of the current liaisons, contact them and ask them to submit reports. Include the point person who is the liaison from ACPA Books & Publications. (They are a great resource/outlet for distributing research/resources, etc.)

- **Post-convention issue**—include summaries of the roundtable discussions, publish information about award winners (as submitted by the awards committee) and any other convention info or points of interest.
- **Pre-convention issue**—A big focus is on program highlights (especially if this can come out before the early registration deadline) and heightening interest in (and perceived value of) attending the convention. At times, this has included fun stuff about the host city, but this is optional.

### **Other Information**

- After all pieces of the newsletter are written in separate word documents, you need to email them to David Gilles-Thomas at [dgthomas@buffalo.edu](mailto:dgthomas@buffalo.edu). Let him know about 2 weeks in advance of when you think you might have the newsletter ready to go. He is generally very helpful and can answer any questions about formatting (so that takes that stress out of this whole task!)
- It works well to have co-chairs. One can be the primary “point person” for each issue and the 2<sup>nd</sup> person would have an easier role. It helped to spread out the workload. However, one person could also chair this committee as well.