

NHI newsletter, PROMISES, editor shall:

Receive and edit articles for PROMISES each month, electronically preparing submissions as necessary. Submissions coming via the post office will come from the mailing coordinator. (Deadline for submissions are at the discretion of the editor.)

Review other OA publications for information or articles to include in PROMISES.

Review website for coming events or information to include in PROMISES.

Contact NHI Treasurer for previous month's financials for inclusion in PROMISES.

Contact NHI Chair for any other pertinent information to include in PROMISES.

Design and Layout PROMISES.

Include in every issue: "This newsletter made possible through your generous contributions", the date, time and location of the next NHI business meeting, a summary of NHI financials, "Opinions expressed are not the opinions of NHI or OA as a whole. Articles and notices must be submitted by the 25th of the month. Articles may be submitted by e-mail to promises@oanewhampshire.org Material cannot be returned, nor will payment be made. We reserve the right to edit. Other anonymous groups may reprint without permission." and " Lifeline, OA's international magazine, serves as an indispensable "meeting-on-the-go." Lifeline is available in two versions: a 30-page, printed magazine and an electronic online magazine, called e-Lifeline. Both contain the same content. See your group Lifeline representative or www.oa.org/lifeline_mag.html."

Include any other notices of upcoming activities (i.e. Rotation of committee chairs in September newsletter and NHI elections in December newsletter).

Contact NH Chair **if** newsletter will be more than the budgeted 2 page format.

Arrange with NHI Treasurer for printing costs.

Print PROMISES as follows: 200 copies for distribution at NHI meeting, 200 for Region 6 meetings, 300 for W.S.O. Business Conference and 100 for Retreats and Sharathons/Marathons, **as needed**.

Attend, distribute and report to NHI monthly meeting