

## **Publicity Releases By the Nominating Committee**

Using ASME's website, ASME.org, and in various issues of MECHANICAL ENGINEERING and ASME News, the Committee presents publicity relative to the solicitation of the Society Membership and Operating Boards and Sectors for proposed nominees for the elective offices of the Society. The Chair of the Publicity Subcommittee should provide a draft release through the ASME NC Staff Coordinator for posting on the website, and inclusion in the ASME News and Mechanical Engineering magazine.

### September Publicity

- NC Website, ASME Home page, Section Newsletters and ASME News - remind Members to vote when they receive their ballots in the ME Magazine
- Memo to Section, Sectors and Community Leaders

### October Publicity

- NC Website and ASME Home page – remind members to vote with the ballots they received in their ME Magazine
- ASME News, ME Magazine and Section Newsletters - Announcement of Society Officer Positions
- Memo to Section, Sectors and Community Leaders

### November Publicity

- NC Website – List of Society Officer Positions up for election
- ASME Home Page – Announcement and List of Society Officer Positions up for Election.
- ASME News and Sector Newsletters – Recruitment for Society Officer Positions and how to nominate ( a short article on the types of Members we are looking for in these positions)

### December Publicity

- NC Website – List of Society Officer Positions up for Election and a reminder to recruit new NC Members.
- ASME News and Sector Newsletters – Recruitment for Nominating Committee Members. (A short article on why someone would want to be on the Nominating Committee.)

### January Publicity

- NC Website – Nomination Packet and guidelines should be online by January 15, 2009 along with the interview schedule.
- ASME Home Page – Announcement and List of Society Officer Positions up for Election. How to nominate, include positions and terms and the interview times
- ASME News and Sector Newsletters – Recruitment for Society Officer Positions and how to nominate, include positions and terms

#### February Publicity

- ASME Homepage – Call for nominations with announcement that docs are ready and where they can be found along with terms and interview times
- ASME News and Sector Newsletters – Reminder on NC Members
- Memo follow up to Sector Leadership on Nominations and getting NC members

#### March Publicity

- ME Magazine – Blurb on Nominations and Deadlines and website link
- ASME Home Page – Blurb on becoming an NC Member
- ASME News and Section Newsletters – Last push for nominees

#### The April Publicity

- Only if we still need nominees, continue to remind the Membership that now is the time to nominate

#### May Publicity

- Releases restate the interview schedule.