

APRC Committee Descriptions and Procedures

GUIDEBOOK COMMITTEE

Guidelines for fulfilling the duties of this APRC position are as follows:

The following is from the APRC constitution and by-laws:

The Newsletter Editor shall be responsible for editing and publishing the APRC quarterly newsletter. The Newsletter Editor shall also be responsible for editing and publishing a guidebook when the Board of Directors deems it necessary.

- The committee should consist of a chair and no less than three members. There shall be no more than 6 committee members total, and no more than two (2) members may reside in the same district. The Newsletter Editor must be a member of the committee.
- The Guidebook committee shall support the editing and publication of the APRC official guidebook.
 - This includes offering recommendations to the APRC BOD for updating the APRC guidebook, securing quality articles and photographs, and coordination with the printer to ensure a high-quality, but cost-effective resource is available to the APRC membership.
 - The committee shall strive to secure guidebook ad placements from the membership and other rabbit-related businesses to reduce the guidebook production costs.
- The APRC guidebook shall be subject to revision approximately every five years, and it is recommended that revisions take place soon after each new ARBA Standard of Perfection is released.
 - The committee chair shall keep detailed notes of edits and other suggested changes in the interim.
- The committee must provide a quarterly report of activities to be published in the club newsletter.