



ASSOCIATION OF ENERGY ENGINEERS

CHAPTER NEWSLETTER

A newsletter is one of the best ways to keep the AEE members within your chapter territory informed.

First and foremost, chapter newsletters must be kept current!

The following is a list of some of the responsibilities that accompany the production of a newsletter.

EDITOR

The editor of the chapter newsletter will most likely be one of the positions of your local chapter management requiring the most amount of time. Most information being sent from various organizations will be sent electronically. It is also the responsibility of the editor to send photos and articles of importance to AEE Headquarters for publication in the Chapter Insight and to be posted on the AEE website. Send to karly@aeecenter.org.

ARTICLES

Energy related articles should be sent to the editor as soon as possible. The editor will always, by definition, be in a crunch for time and information forwarded early will be appreciated.

CORPORATE SPONSORS

It is very important to acknowledge your corporate sponsors when possible in your newsletter. To help defer cost of maintaining a website, set up a method whereas companies or members can purchase advertising space in your publication.

HELP WANTED

You may want to consider allowing people to print energy related "Help Wanted" articles in the newsletter. This can be a great benefit to your members as well as corporate sponsors and for a nominal fee, help defer your website costs.

MEETING TOPIC

The main purpose of the newsletter is to inform members of the upcoming meetings. The front cover of the newsletter should contain basic information such as meeting date, time, topic, location, and reservation number to call and a short biography of speaker if possible.

AEE APPLICATION

If you have space available in your newsletter, you can include a link to the AEE membership application, the parent organization, as well as an application for membership in the chapter.

PRESIDENT'S MESSAGE

The newsletter could also have various sections, as does a newspaper. For example, a section titled "President's Message" could be written each month by the Chapter president. This section may include

a note of thanks for the speaker at the last meeting, as well as a brief discussion of what to look forward to for upcoming meetings, local Chapter Award winners, and AEE Scholarship updates.

OTHER ASSOCIATIONS

You may want to include a brief listing of meeting schedules and topics concerning other associations related to AEE such as ASHRAE.

NEWSLETTER SCHEDULE

The newsletter should be sent to the Chapter members about one week before the meeting. If it arrives too early, people may forget about the meeting by the time the day arrives. If it arrives too close to the day of the meeting, then members do not have enough time to plan for the meeting.