

Guidelines for Utilizing the Second Vice-President of the ITA for Proofreading.

One of the primary goals of the Second Vice-President of the ITA is to proofread materials for all of the branches of the ITA. This proofreading includes searching for errors, as well as making sure that all documents include proper ITA and IAC logos.

Please remember:

- The 2nd VP proofreads items for ALL divisions of the ITA. Many of the deadlines for mailings overlap. Expecting a document to be read in 2 hours is an unrealistic expectation unless the 2nd VP has been contacted earlier in the week to set aside this time. He or she works and cannot “drop everything” to work on a document.
- The current VP may not be in your division (HS, CD, CT, PRO) and may, therefore, need to be added to the list of final proofreaders you usually use.
- Please inform the 2nd VP what type of proofreading you require. (Perhaps all you need is feedback on logos and official wording for the ITA.) It is unlikely that the 2nd VP will ever be someone who is NOT a meticulous proofreader. Knowing the goal of the proofreading saves time and energy. If there are odd format issues or an inability to alter content for some reason, please inform the 2nd VP when submitting the document for approval.
- Based on the current ITA By-Laws the 2nd VP must approve all documents which appear to the membership. Please do not put the 2nd VP in the awkward position of telling him or her that their input will not be looked at or honored. No one likes to have his or her name attached to something he or she did not approve.