



Society for Technical Communication (STC) Huntsville/North Alabama (NA)

STC-NA helps volunteers grow their careers.

Fall 2021

Did you miss our [STC-NA Virtual Meeting on Effective Listening by Monica Tucker](#)? Check it out in YouTube.

What: Virtual STC-NA Networking and News Meeting

When: Thursday, November 4, 2021

Presentation Start Time: 6:00 pm Central (If possible, please log in 10 minutes before the presentation.)

Where: Zoom Online/Virtual Meeting

How: This virtual event requires **RSVP by Tuesday, November 2, 5:00 pm Central**. To RSVP, send an email with your Name and Org Affiliation (STC-NA, UAH, or Friend) to STC-NA_RSVP_Speaker_Meeting@Outlook.com. You will receive a confirmation email within a day that contains information on accessing the meeting online.

Virtual STC-NA Networking and News Meeting

On November 4, the STC-NA will hold a general virtual meeting to network, share information about events coming in 2022, discuss speaker meetings in 2022, and open the call for questions and/or nominations of volunteer leadership positions. The call for nominations starts in November and concludes with the 2022 STC-NA administrative council election in December. Community leaders and non-leader volunteers are a vital part to maintaining and growing the STC-NA Chapter, so we hope you can join the November 4 meeting to meet them and share your ideas for the future of the chapter.

Welcome new STC-NA Members: Alexander, Timothy, Evette, Joan, Wesley, and Zorn!



Message from the Society Office– 2022 Membership Renewal

2021 STC membership expires on December 31, 2021. Take action now and [renew your membership](#) to continue receiving STC resources and discounts through 2022! If you are newly graduated, retiring, or want to upgrade your membership, please review all STC member categories [here](#).

Many thanks to Monica Tucker from the STC-NA for her September 2021 virtual presentation on *Effective Listening!* Watch and listen to it [here](#).

What is STC-NA, where is it, and why is it important?

Instructions:

- Find the word in the puzzle.
- Words can go in any direction.
- Words can share letters as they cross over each other.

R N E F Y G P O A C W S S P N U S T K S E M H Y H
T E E R S B J C L R E E R N E E I S K U E A Z T K
T N L T A W S J A E B R L Z O M W I E M E T L I R
G R E A W W C W B T M U R E M I L S B C E E R N M
U K A M T O D X A B A D D U A L T E L C C M N U T
R T Q I Y I R R M G S E S K S R R C H E P U V M N
D V C Q N O O K A Q T C I E I S N N U P T G S M E
N M A R U I L N I H E O T J H T O I Q R C T W O D
R E C K U A N P S N R R P I W L O N N O T F E C U
M E C P T C Q G M H G P P S O H O L I G X S M R C
E E R A W T F O S E I T H G B I P P S S E T N P A
E G L U V Q Q J J R A P Y P T P V Y I R V K E I T
T N S E S S E C O R P X S A K N O W L E D G E T I
I I C Z T A E W S Y U H M Y R A T E R C E S D R O
N T Q L U X E Z P R U R P U B L I S H I N G C N N
G S Y V D M L R E N O G N I D N A T S R E D N U G
S E T I E Z N P T F Q G Z E T P R E S I D E N T R
Y T N R N I L S N I T M D Y X K T C V D F B L E Q
R A G Y T T V I C O M M U N I C A T I O N L E T A
E A W Q S I E U T Y X Q L X G X C T S K T T R O G
E E D L L M F R L X S V S R Y G T V K N N Q P M O
R V S L K R C J C Y H G G F Q R M E R U R I M E F
A A E G O A L S D O C E K N S N D R L E T M P R I
C K P W G K Z J I P M Z V V E F B O I C Z W E Q A
J N O U S Q O O J U V M R J J L V X V N V X B E F

Words to Find

Alabama	Procedures
Career	Processes
Communication	Publishing
Community	Relationships
Education	Remote
Employment	Secretary
Goals	Skillset
Hardware	Software
Huntsville	STC
Information	Students
Instructions	Success
Intercom	Summit
Knowledge	Technology
Learning	Testing
Meetings	Training
Membership	Treasurer
Networking	Understanding
Newsletter	Volunteer
President	Webmaster

Message from the STC-NA President



In November, a call for nominations for 2022 STC-NA administrative council leaders will be announced. The call for nominations will be held from November 4-12. Once the call for nominations ends, the individuals nominated will be included in the election starting on December 1 and ending on December 11. Winners will be announced within five days after the election concludes.

During the call for nominations, an STC-NA Member may nominate themselves or another STC-NA Member for a position on the STC-NA administrative council. Nominated chapter leaders must be a member of both the STC and the Huntsville/North Alabama Chapter. In addition to nominating yourself or another person, the call for nominations also may include nomination of an STC-NA Member who will perform a role that is different from an existing chapter-elected role, but is within the scope of optional chapter roles as defined in the **STC Society Handbook**.

This newsletter contains information on the required chapter roles within the upcoming call for nominations and information on the optional chapter roles that may be nominated for the chapter. The descriptions in this newsletter are summaries of roles and responsibilities defined in the **STC Society Handbook**. This is our guide to what is needed to run a healthy chapter. For more information on a role, send an email to stc-na_rsvp_speaker_meeting@outlook.com.

The roles of president, treasurer and secretary are required for a chapter to exist. For many years now, there has been an additional appointed role of STC student liaison, who coordinates activities between the STC-NA Chapter and UAH students within the Technical Writing Department.

For 2021, we adapted our roles and responsibilities to meet specific needs of the STC-NA Chapter. Our chapter needed additional focus on STC-NA membership management and virtual meeting coordination. Membership management was combined with the role of secretary and has been Julie Blair's role since the beginning of 2021. Virtual meeting coordination for quarterly speaker meeting was necessary in response to the COVID-19 remote meeting requirement and has been a responsibility of the president since 2020. The webmaster role has been the longest running optional role held by Beverly Watson since 2011.

As stated in the **STC Society Handbook**, leaders "should be enthusiastic, energetic, responsive, and good at solving problems and resolving disputes, as well as gracious and good listeners. It helps to be open to new ideas and accepting of input and feedback." We hope you will take the opportunity to grow your career by helping STC-NA as a volunteer leader.

THANK
YOU

Thank you for your continued support, time, ideas and work in strengthening and growing the STC-Huntsville/North Alabama Chapter!

Heather

Roles and Responsibilities – Required – STC-NA President

The president is a required role for a chapter to exist. The chapter president heads the leadership team and is responsible for community operations. The chapter president performs the following tasks:

- Attends Leadership Day at the STC Summit.
- Joins the presidents' email list.
- Conducts regular meetings of the chapter leadership team.
- Assigns duties not specified otherwise by the community bylaws to other officers.
- Explores meeting topics with the program committee lead and other officers.
- Works with the chapter treasurer to maintain financial controls.
- Writes regular content for member email, newsletters, blog entries, or president's messages.
- Leads goal setting.
- Becomes familiar with the criteria for the Community Achievement Award and applies them where possible to community goals and activities.
- Obtains regular status reports from leaders.
- Stays in touch with the Community Affairs Committee (CAC) Community Outreach team.
- Advises the Society of changes in chapter or SIG leadership, address, or status.

Roles and Responsibilities – Optional – STC-NA Vice President

The vice president role is an optional role for a chapter. The vice president performs the following tasks:

- Attends Leadership Day at the Summit.
- Assumes the duties of chapter president or SIG manager if that person is not available.
- Gets to know fellow chapter members, networking with them and becoming aware of resources who can support the community and become a positive force for its members.
- Prepares to succeed the current president or manager by maintaining special awareness of all activities, conferring frequently with the president or manager, managing special projects or key committee functions, assisting with goal setting, monitoring finances, and supporting and promoting the goals of the chapter or SIG and its members.

Roles and Responsibilities – Required – STC-NA Secretary

The secretary role is a required role for a chapter to exist. For STC-NA since the beginning of 2021, this role was combined with the STC-NA chapter membership manager role and is an active part of the STC-NA administrative council.

The secretary ensures that the business of the chapter or SIG is recorded accurately and completely. This ensures that the community meets legal requirements and provides a history for the leadership team to reference that presents how and when community policies, procedures, and activities were discussed and decided upon. The secretary performs the following tasks:

- Sends correspondence on behalf of the community.
- Prepares and distributes copies of meeting minutes to officers, posting them to the chapter or SIG website or wiki.
- Maintains community records and documents (soft and hard copy).



Roles and Responsibilities – Optional – STC-NA Membership Manager

The membership manager is an optional role for a chapter. For STC-NA since the beginning of 2021, this role was combined with the STC-NA chapter secretary role and is an active part of the STC-NA administrative council. The membership manager can be a separate elected position. The membership manager performs the following tasks:

- Downloads a list of members or new members from the Society website.
- Makes sure that information about the community is readily available to new members.
- Welcomes new members and introduces the community, its objectives, services, and benefits.
- Distributes Society brochures.
- Encourages prospective members to join.
- Reminds members to renew no later than January 1 to remain in good standing, or February 28 to be eligible to vote in the Society election.
- Ensures that announcements from related organizations are distributed to members by email.

Roles and Responsibilities – Required – STC-NA Treasurer

The treasurer is a required role for a chapter to exist. The treasurer performs the following tasks:

- Manages community funds and financial operations.
- Joins the treasurer's email list.
- Safeguards the community's assets.
- Files the required 990-N postcard with the IRS annually (not required for SIGs).
- Ensures that the community's budget supports the community's goals.
- Completes/submits financial reports to the leadership team and STC office by due date.
- Completes the required year-end financial report.
- Prepares the community budget.
- Keeps accurate financial records.
- Establishes and maintains banking arrangements.
- Deposits funds and pays invoices promptly.
- Completes and signs a year-end financial report for the Society treasurer and CFO.

Roles and Responsibilities – Optional – STC-NA Webmaster

The webmaster is an optional, but critical role for a chapter. This role has been an active part of the STC-NA administrative council since 2011. The STC-NA webmaster is responsible for working with the administrative council to collect content for the chapter WordPress site, update existing content to the site, and add new content to the site, <http://www.stc-na.org/>. The webmaster performs the following tasks:

- Collects new content (text, images and files) for inclusion on the website as directed in administrative council meetings.
- In conjunction with past and upcoming chapter meetings, posts meeting announcements and links to meeting recordings for access by members.
- Posts quarterly chapter newsletters.
- Posts content on behalf of the STC-NA student liaison at the University of Huntsville (UAH) Technical Writing Department.

Roles and Responsibilities – Optional – STC-NA Newsletter Editor

The newsletter editor is an **optional, but critical role** for a chapter because it helps promote chapter activities and technical communication in the community. This role is performed currently by the STC-NA president and was started in January 2021.

A community can reach its members by publishing a regular newsletter and ensuring that all members receive it or are notified that it has been published. The newsletter can tell members what is going to happen and what has been accomplished. When meetings are held, the newsletter can promote the meetings. By publishing feature articles, the chapter or SIG participates in developing knowledge in the field of technical communication. The newsletter can be kept online and can also be a blog.

We hope you will consider nominating yourself or another member in November 2021 for an STC-NA leadership role in 2022!

 **HAPPY FALL** 

Learn more about STC Membership here: [Membership Levels and Benefits](#) | [Society for Technical Communication \(stc.org\)](#).

About STC-NA

About the Society for Technical Communication (STC) Huntsville/North Alabama (NA) Chapter

The Huntsville/North Alabama Chapter of the Society for Technical Communication (STC) has been a leading professional resource for area technical communicators since 1959. We hold Fall, Winter and Spring meetings to help technical communicators and other professionals network. *We hope you can join us!*

2020-2021 STC-NA Volunteer Officers

We strive to serve the North Alabama technical communication community by providing opportunities for learning, networking, and volunteering. If you have an interest in STC-NA and/or in building your community by volunteering, then please respond to this email. *We look forward to hearing from you...*

Society for Technical Communication (STC)-Huntsville/North Alabama (NA) 2021 Chapter Officers



Heather McCain is the STC-NA President and has held the role since January 2020. She previously served as Secretary for STC-NA in 2018 and 2019. Heather became a professional technical communicator and an STC member in 1996. Despite breaks in her membership, Heather has been a volunteer for most of her membership across three chapters. Past roles held include president, secretary, membership manager, newsletter editor, online meeting coordinator, and webmaster. Heather currently works as a project support analyst in the Birmingham area.



Eric Brittingham is the Secretary/Treasurer of the STC-H/NA chapter and works as a Principal User Assistance Consultant with Hexagon PPM (formerly Intergraph) developing documentation and training for the company's engineering and construction information management software products. Before 2007, he lived in northern Delaware and was a member of the Philadelphia Metro chapter, working as an instructional designer, business analyst, solution analyst, and documentation writer for various corporations. He currently lives in Madison County, Alabama.



Julie Blair is the current Membership Chair of the STC North Alabama Chapter. A member since 2011, she has held multiple offices and roles in the chapter. In her service to STC, Julie attended three Summits. She has presented at the STC mini-con, which she never misses. Under her Presidency, the Chapter flourished with professional development and networking opportunities. Julie has met with tech comm college students and others interested in tech comm for the last 10 years. Twice, Julie earned a Team IBM coin. Julie has experience in both software and hardware writing.



Beverly Watson is the current STC-NA Chapter Webmaster. She has been a member of the Society for Technical Communication since 2011 and has served as Chapter Secretary and President for STC-NA. Beverly has over 25 years of professional experience in the aerospace and defense industries. She currently works as a technical editor in North Alabama.



Ryan Weber is an Associate Professor of English and the Director of Business and Technical Writing at The University of Alabama in Huntsville. His research has appeared in *Technical Communication*, *Technical Communication Quarterly*, *IEEE Transactions on Professional Communication*, and other publications. He edits the Student Perspectives column for the STC Monthly Magazine *Intercomm* and also hosts the podcast 10-Minute Tech Comm.

