



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

STC-NA helps volunteers grow their careers.
Fall 2022

October 25 – Virtual Speaker Meeting Technical Communication – A Lifetime of Learning by John Clement

When: Thursday, October 25, 2022

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

Where: Zoom Online/Virtual Meeting

How: This virtual event requires **RSVP by Tuesday, October 23, 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](mailto:STC-NA_RSVP_Speaker_Meeting@Outlook.com). You will receive a confirmation email within a day that contains information on accessing the meeting online.



John Clement (johnclement.stc@gmail.com) is an active volunteer in STC. He is a recent graduate of the University of Central Florida (UCF), where he majored in English: Technical Communication and served as the president of the Future Technical Communicators club for several years. In STC, he currently serves as the Student Outreach Director on the Community Affairs Committee (CAC) and a member of the Membership Marketing Committee. He is passionate about student involvement, community building, and networking. Connect with John on LinkedIn (<https://www.linkedin.com/in/john-clement-profile/>).

John's Talk: In this presentation, John will discuss three places you should exert yourself to grow as a technical communicator: classes, career, and community. It is never too early to prepare for becoming a technical communicator; that includes getting involved in organizations like STC and its resources, which include networking, volunteering, scholarship opportunities, and more. John will talk about his time as a student leader in STC and at his tech comm club at UCF and how they both benefited his student experiences.





Call for Speakers – The STC Huntsville/North Alabama Chapter is looking for someone who can speak at a virtual chapter meeting on XML or Javascript and their importance to technical communicators. If you know of someone who may be interested in a virtual speaking opportunity, please send an email to [STC-NA RSVP Speaker Meeting@Outlook.com](mailto:STC-NA_RSVP_Speaker_Meeting@Outlook.com). Thank you!

[Editing with Macros?! \(RECORDING\) Tickets, Wed, Jul 6, 2022, at 12:00 AM | Eventbrite](#)

Eventbrite - STC Technical Editing SIG presents Editing with Macros?! (RECORDING) - Wednesday, July 6, 2022 | Friday, January 6, 2023 - Find event and ticket information. www.eventbrite.com



A Roundtable Discussion with Members of the Association of Proposal Management Professionals

On July 21, Lee Mixon, chair of the Association of Proposal Management Professionals (APMP) MidSouth Chapter, hosted a roundtable of proposal management professionals discussing their work and offering advice about finding success in the field. The STC-NA Chapter was invited to attend and had several members there. Thank you to Ryan Weber for hosting the Roundtable Discussion with Lee Mixon and the APMP. Thank you to the APMP MidSouth Chapter for letting STC listen and ask questions about their chapter and profession!

Help Wanted – Two Opportunities to Help Local Tech Comm Students

Opportunity #1

STC Huntsville/NA is *looking for reviewers to provide feedback on student-written profiles about local technical communicators*. Every year, our chapter publishes select technical communicator profiles on our website to offer readers a glimpse of the local technical writing field. These profiles receive feedback on content, organization, and grammar to improve the pieces and give students practice revising based on feedback. This feedback process usually occurs in December, and the pieces that need feedback usually run about 1,000 words. If you are interested in serving in this role, please contact Ryan Weber at rw0019@uah.edu.

Opportunity #2

The *UAH Business and Technical Writing program seeks local tech writers to be the subject of student interviews* about the tech writing profession. Interviews can be conducted in person or remotely, usually take about 30-60 minutes, and include questions about the interview subject's career path, skill sets, and advice for aspiring technical communicators. Some of these interviews become subjects for the Technical Communicator Profiles published on the STC Huntsville/NA website. If you're interested, please email Ryan Weber at rw0019@uah.edu!

Message from the Society Office – 2023 Membership Renewal

2022 STC membership expires on December 31, 2022. Take action now and [renew your membership](#) to continue receiving STC resources and discounts through 2023! If you are newly graduated, retiring, or want to upgrade your membership, please review all STC member categories [here](#).

November 3 – Virtual STC-NA Networking and News Meeting

When: 11/3/2022, 6:00 pm Central

Where: Zoom Online/Virtual Meeting

How: This virtual event requires **RSVP by Tuesday, November 1, 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 3, 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 meeting to meet them and share your ideas for the future of the chapter.

Message from the STC-NA President

In November, a call for nominations for 2023 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.

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 2022 for an STC-NA leadership role in 2023!

 **HAPPY FALL** 

UPCOMING EVENTS



9/29/2022 – Virtual STC-NA Budget Meeting

10/25/2022 – Virtual Speaker Meeting with John Clement

11/3/2022 – Virtual STC-NA Networking and News Meeting

STC-NA Membership Report

Current STC-NA Membership – 24 Members

New Members This Year – 6 Members

[Join](#) or [renew](#) with STC today.

SAVE 30% on all STC membership categories!

Advance your career in tech comm with member benefits, such as our award-winning publications, live and on-demand educational webinars, STC's Job Bank, and more!

No promo code is needed!

Offer ends 12/31/2022.

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!*

2022 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 send an email to stc-na_rsvp_speaker_meeting@outlook.com.

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

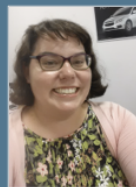
2022 Chapter Officers



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 *Intercom* and also hosts the podcast 10-Minute Tech Comm.



The following announcement is reprinted from the published United Women of Color (UWOC) September 2022 Newsletter. For more information on this notice, contact UWOC at info@unitedwoc.org. This announcement is not a Society for Technical Communication – Huntsville/North Alabama event.

****SCHOLARSHIPS****

Applications for Free Google Tech Training

Career improvement program open to Huntsville residents

UWOC has partnered with Google to award 100 Google Career Certificates in our community through the Google Career Certificate Scholarship Program.

Google Career Certificates are flexible online training programs that teach learners from all backgrounds job-ready skills in the high-growth fields of data analytics, digital marketing & e-commerce, IT support, project management, and user experience (UX) design.

The certificates, built and taught by Google, are 100% online, on-demand, and are typically completed in 3 to 6 months part-time (5-10 hours per week). Seventy-five percent of Google Career Certificate Graduates report an improvement in their career within 6 months of certificate completion, according to program graduate survey responses, U.S., 2021.

*****Tell all of your family & friends*****

United Women of Color – creating opportunities for advancement