

## Catalog Review Committee

### PURPOSE:

- Provide thorough review of proposed updates to, and new Editions of *The SRS State Revenue Stamps Catalog* before committing to publication
- Insure that issues are resolved with data, and clear communication
- Recommend priorities for future Catalog updates

### MEMBERS:

- ✓ SRS OFFICERS: President (Chairman), Vice President, Secretary, Treasurer, Immediate Past President
- ✓ GOVERNORS (3)
- ✓ Editor, SRS Catalog
- ✓ MEMBERS AT LARGE: Michael Florer, Ed Kettenbrink, Ronald Leshner, Mack Matesen, Kenneth Pruess, William Smiley

### INPUTS:

- Proposed catalog updates

### OUTPUTS:

- Consolidated review of proposed SRS Catalog updates including listings and values
- Approval of SRS Catalog updates for publication
- Recommendations to SRS Board regarding unresolved issues
- Recommendations to SRS Board on priorities for future Catalog updates, and Editions

### PROCESS:

- The Chairman insures that an up to date, approved SRS Catalog update priority list exists.
- The SRS Catalog Editor works according to the approved update priority list to generate draft SRS Catalog updates, and provides the Committee Chairman with schedules for their delivery, as well as proposed publication dates.
- The SRS Catalog Editor sends draft Catalog updates to all Committee Members, and the appropriate State Catalog Coordinators.
- Those receiving draft update material then forecast dates for completion of their review (or indicate “no input”), and send this information to the Committee Chairman. The Chairman consolidates schedule information, and sends to Committee members, others designated for possible input, and to the SRS Catalog Editor.
- The Chairman insures that the right people are involved in reviewing updates, that schedules are properly communicated, and that commitments are met.
- Those providing input complete a review of proposed Catalog updates, using SRS Standards.

- The Chairman insures that up to date Standards exist, that issues involving Standards and updates are resolved, and that Standards are followed unless there are sufficiently persuasive reasons for doing otherwise.
- Those providing input, when their individual review is complete, send a copy to the Committee Chairman, and to others involved in the particular subject/State Review.
- All review comments forwarded to the Chairman throughout this process, paper or electronic (encouraged), should be in the form of marked up Catalog pages, clearly legible, and/or a list of clear word processed notes/comments/suggestions. In the interests of time and simplicity, intermediate comments amongst reviewers can be verbal, as long as recorded by one reviewer.
- Those providing input then review these additional inputs, and by actively contacting others, attempt to answer questions, and resolve any conflicts. Normally, the State Catalog Coordinator, or other most knowledgeable person designated by the Chairman, will lead the activity to address issues, generate a consolidated Committee review, forward to the Chairman when complete, and make the Chairman aware of remaining issues requiring resolution.
- The Chairman keeps a record of any issues needing resolution, insures that issues are communicated, and resolved before consolidated review input is forwarded by the Chairman for implementation.
- SRS Catalog Editor uses consolidated Committee input to generate a final update intended for publication, and sends it to the Chairman, the President, and to those that provided input on the draft for final review and approval. Any questions from the Editor should be directed to the Chairman.
- The final version of the Update will then be published on the SRS website, and circulated to members, inviting input.
- Upon approval of a publication-ready final update, the President informs the entire SRS Board of the approval to go to publication, and insures that funding is approved prior to publication commitment.
- The catalog update is now ready for production and distribution under the direction of the Publications Committee.