



## President’s Message Spring conference a success

BY TERRY PAUL

The annual spring conference was a great success. We had a record 54 attendees, with one attendee from as far away as California! Each workshop leader expressed their gratitude to me for being invited to the chapter conference. They all enjoyed the conference, climate, and Carolina hospitality.

The success of our annual conference reflects the time and effort devoted by the Carolinas Chapter Executive Committee (EC) in planning the event. Therefore, I would like to thank the following EC members for their role in making this year’s conference a great success: Jenny Walker, Tracey Fine, Tara Hun-Dorris, Carol Bader, and Michelle Bean. Because help is an important part of making the chapter work, I am asking all chapter members to consider volunteering their time and skills to the chapter so that we can continue to plan successful annual conferences and quarterly meetings. One way to help would be to volunteer your time to serve on the EC for 2004-2005. On this page, you will find a call for nominations for the 2004-2005 term, including descriptions of each position on the EC. The EC holds meetings at least three times a year (or as needed) to plan the quarterly meetings and the annual conference, discuss newsletter content, and discuss issues raised by headquarters. In addition, each month the president hosts a networking luncheon for members and non-members.

## Consider serving as an AMWA Carolinas officer

BY TERRY PAUL

We are seeking nominations for the 2004-2005 term of the Executive Committee (EC).

Please consider serving your professional association. The AMWA Carolinas Chapter functions only because of the commitment of its members. The benefits of serving on the EC include increased networking opportunities at the regional and national level, coordinating and directing chapter activities, and developing new skills that may facilitate professional and personal growth.

If you are interested in serving on the EC or would like to nominate another member to do so,

See “officer” continued on page 2

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or have any questions, please reply to Terry Paul. Please state the position(s) of interest and the contact information for the nominee(s), and deliver them to me by **August 13**.

Ballots will be distributed on **August 20** and must be returned to Terry, via e-mail or U.S. postal service (if you wish to maintain your anonymity), by **August 31**. The new EC will be announced on **September 6** via the chapter listserv. New officers names will also be posted on our Web site. The new terms will begin on **October 23, 2004**. The duties of each EC position are described below.

### President-elect

1. Attends all chapter general, business, and executive board meetings
2. Presides at chapter general, business, and executive board meetings in the absence of the president
3. Acts as chair of the nominating committee
4. Acts as registrar for annual chapter conference

### Secretary

1. Attends all chapter general, business, and executive board meetings
2. Takes minutes at all business and executive board meetings
3. Orders supplies

### Treasurer

1. Attends all chapter general, business, and executive board meetings
2. Establishes a checking account accessible by self and one other board member
3. Keeps financial books, pays bills, and makes deposits
4. Prepares a brief financial report (receipts, expenditures, balance) to be read at each chapter meeting
5. Prepares a year-end summary report
6. Submits a formal Chapter Financial Statement to the AMWA treasurer by August 1, listing income and expenses of the past year, along

with proposed income and expenses of the forthcoming year (Chapter Budget)

### Membership officer

1. Attends all chapter general, business, and executive board meetings
2. Plans membership recruiting and retention efforts
3. Prepares and distributes announcements for quarterly meetings
4. Notifies headquarters of all name and address changes within the chapter

### Newsletter editor

1. Sets up schedule for producing newsletter
2. Works with program chair to publish program schedules and reviews of programs
3. Works with board delegate for report of the AMWA board
4. Works with president to determine items of major interest to the chapter
5. Works with "Friday" person for important updates, new members, obituaries, etc.
6. Works with AMWA office for annual conference information
7. Sends electronic version of newsletter to headquarters to be distributed to other chapters, to the *AMWA Journal Members* in the news editor, and to the administrators of the departments of chapters and membership

### Program chair

1. Works with AMWA headquarters and chapter officers to plan and implement various programs throughout the year
2. Helps coordinate the chapter conference
3. Creates conference/program brochures to promote the event.

### Webmaster

1. Maintains the Web site
2. Adds newsletter and other chapter information to the Web site

## Editor's note

By TARA HUN DORRIS

Considering doing some volunteer work?

Volunteering is a great way to meet new people, gain valuable experience doing something you might otherwise never try, and help others by using your time and talents. Volunteering also often leads to great connections that can help improve your career.

I have found volunteering, whether it's been with the Franklin County Humane Society, Triangle Beagle Rescue, or within the AMWA chapter, to be one of the most rewarding experiences of my adult life. For example, volunteering with AMWA has given me the chance to refresh my desktop publishing skills (much needed!) and do some writing and editing that has been slightly different from what I do in my day-to-day work.

I encourage you to consider serving as a chapter officer. Besides the benefits listed above, chapter officers represent the future of our organization, holding it together year after year through planning events and effectively communicating.

Terry Paul, chapter president, describes all of the positions in detail beginning on page 1 of this newsletter. In addition, please contact Terry or any of the other chapter officers if you have additional questions about specific positions or the time commitment involved with each. A list of chapter officers can be found in the box below.

## AMWA endowment fund established

By TERRY PAUL

In March the AMWA board of directors (BOD) voted to establish an endowment fund. The purposes of the fund are to provide an additional source of non-dues income for AMWA and to provide an opportunity for members to contribute financially to the organization. Money from the fund will be spent for education, development of new programs consistent with AMWA's mission statement, and other programs that promote excellence in biomedical communication.

Disbursements from the fund are subject to BOD approval. The AMWA endowment fund must accumulate a minimum of \$85,000 before any money can be spent. When that minimum is reached, interest and additional donations can be spent. The interest may be spent on the following: scholarships; Web-based interactive sessions with guest speakers, new self-study programs, and funding for speakers for the annual conference.

A membership-wide campaign soliciting donations for the AMWA endowment fund will be launched in the fall.

### About the AMWA Carolinas Chapter

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## Carolinas Chapter AMWA conference recap

### High turnout, dynamic speakers featured at this year's conference

AMWA members from across the country were drawn to spring in North Carolina for the 2004 chapter conference. The great line-up of workshops and the conference pre-party also probably contributed to high turnout.

In addition to 41 Carolinas Chapter members, 13 out-of-state AMWA members attended this year's conference. Three registrants came from Georgia, while one each came from California, Florida, New Hampshire, Massachusetts, Michigan, Illinois, Pennsylvania, South Carolina, Virginia, and West Virginia.

The evening prior to the conference the chapter hosted a reception in RTP for about 30 chapter members and guests. The workshops were held the next day. Following is a description of each workshop.

#### Rhetorical Grammar (ADV)

BY TRISH LONG

Thanks to tough prerequisites, there were only two students in our class, and Rhetorical Grammar provided the perfect forum for discussing thorny grammar issues. We primarily focused on sentence structure and word order, with Nancy Taylor giving lots of tips and examples of how the misplacement and misuse of a single word can entirely change the meaning of a sentence or make a sentence vague or confusing to the reader. We worked through numerous examples of poor grammar and sentence construction, and Nancy explained why and how each sentence should be changed. In this class, even seasoned writers can get new ideas and regain perspective on how and why writing must always keep the reader in mind. The class was a unique experience—one-on-one time with a top-notch AMWA instructor.

#### English Usage and Abusage (R)

BY TRACEY FINE

Imagine a grammar class. Are you envisioning students engaged in uproarious laughter? No?

Well, then you've never taken Edie Schwager's class. Edie, perhaps best known as AMWA's answer to Ann Landers (see her *Ask Edie* column in the *AMWA Journal*), used hilarious examples from popular media to support her lessons in proper grammar, using perfect comic-timing and deadpan delivery.

Her dry wit turned a dull, rule-ridden subject into an entertaining one, but the tone turned serious when examples demonstrated that grammatical errors in medical writing can be literally lethal. With kindness and grace, she conveyed the seriousness of our responsibility as medical writers to learn proper English usage. Edie urged us to "never stop learning," and her love of language is so infectious that we won't.

#### Building a New Drug Application (PH)

BY TARA HUN DORRIS

Howard Smith has a unique gift. He makes a discussion of the components of an enormous regulatory submission, an NDA, interesting to the point you get excited about working on one, if not assembling it.

Although the class was structured to walk participants through the components of an NDA in just 3 hours, Howard took plenty of time to answer questions and provided detailed explanations when requested. The class is a great learning experience for new writers and a fantastic refresher for seasoned regulatory writers.

#### Ethics of Authorship and Editorship (EW/PH)

BY CAROL BADER

This workshop examined ethical issues in scientific publication. Existing ethical standards and sources of information were discussed. Prior to the workshop, participants were asked to provide a case study, and six of these case studies were evaluated and discussed during the workshop. Points for discussion included the issue, whom it affected, and how it could have been avoided or resolved.