

THE TOVARISHCH BULLETIN

OFFICE OF THE EDITOR

LIST OF OFFICES OF THE BULLETIN

The Office of the Editor (OED)

Headed by: Editor (Commissioner)

Second: Deputy Editor (Commissioner)

The Office of the Editor is responsible for the management and direction of the Bulletin and the successful implementation of the goals of the Society. This office is also responsible for convening General Meetings and filling director-level posts.

The Journalism Office (OJR)

Headed by: Director of Journalism (Marshal)

Second: Deputy Director of Journalism (Lieutenant Marshal)

The Journalism Office is responsible for researching, writing and designing the Tovarishch Bulletin. This involves liaising with researchers and writers, designing and typesetting the Bulletin templates, and releasing each issue to the Distribution Office.

In practice, the Director of Journalism is also the Editor or Deputy Editor.

The Recruitment Office (ORC)

Headed by: Director of Recruitment (Marshal)

Second: Deputy Director of Recruitment (Lieutenant Marshal)

The Recruitment Office is responsible for recruiting new members, managing current members, and liaising with former members. This involves designing and implementing the recruitment process, administering members, managing promotions, and staying in contact with former members.

The Covert Activity Directorate (OCA)

Headed by: Director of Covert Activity (Colonel)

Second: Deputy Director of Covert Activity (Lieutenant Colonel)

The CAD is responsible for managing all activities that may be disadvantageous to the reputation of the Bulletin if they were linked to the management.

The Archival Office (OAR)

Headed by: Director of Archives (Marshal)

Second: Deputy Director of Archives (Lieutenant Marshal)

The Archival Office is responsible for archiving old issues of the Bulletin and other materials of historical interest. These may include old issues of the Gazette and other staff memos, images that were unused in older issues, images that may be used in newer issues and any other documents that were used by the Bulletin.

The Technology Bureau (OTC)

Headed by: Director of Technology (Marshal)

Second: Deputy Director of Technology (Lieutenant Marshal)

The Technology Bureau is responsible for any computer systems used by the Bulletin, including the public and staff websites, printing support, and automated research systems. They are also responsible for communication between offices as delegated by the Internal Communications Office.

The Internal Communications Office (OIC)

Headed by: Director of Internal Communications (Marshal)

Second: Deputy Director of Communications (Lieutenant Marshal)

The Internal Communications Office is responsible for managing communication between offices and members. This includes publishing the weekly Member's Gazette and any other memos for members. They are also responsible for managing the content of the staff website (in cooperation with the Technology Bureau).

The Advertising and Promotional Materials Office (OAD)

Headed by: Director of Advertising (Marshal)

Second: Deputy Director of Advertising (Lieutenant Marshal)

The APMO is responsible for promoting the Bulletin and conducting market research to help determine readership statistics and the overall direction of the Bulletin. This involves advertising the Bulletin in new and existing market areas and conducting reader surveys.

The Distribution Department (ODD)

Headed by: Director of Distribution (Marshal)

Second: Deputy Director of Distribution (Lieutenant Marshal)

The Distribution Department is responsible for distributing the Bulletin to new and existing subscribers. This involves maintaining a subscriber list, printing and distributing the Bulletin, and managing the public website.