

**ISA
POSITION DESCRIPTION**

SECTION BULLETIN EDITOR

Term of Office: 1 year; can be reappointed

Reports to: Section President

General Function: Edit and produce the Section newsletter.

Primary Responsibilities & Duties:

1. Form a committee and include Membership Chairmen and all monthly contributors.
2. Identify advertisers and mail out solicitations by June 1.
2. Set mail-out target dates to reach members at least one week before meeting dates.
3. Assemble and distribute a list of target mail-out dates for the bulletin along with contributor submission and mailing label delivery deadlines by August 1.
4. Secure a print vendor.
5. Prepare and submit a budget to the executive board by June 1.
6. Set deadlines and enforce them.
7. Collect all bulletin contributions, edit for content, length, grammar and spelling and submit them as a group to the print vendor.
8. Proof all print vendor work, including monthly submissions, prior to final printing and mail-out.
9. Evaluate newsletter and response; make improvements as needed.
10. Serve as a single contact between the section and the print vendor.
11. Appoint a back-up person.

Resources Available: Section Newsletter Editor's Guide; other leaders and members.

Time Commitment: 1-2 hours each week

Meeting Obligations: Monthly meetings and special events

Working Relationships:

1. Other Officers and Members: Interacts as needed to accomplish objectives of newsletter.
2. Staff: Send copy of newsletter to Membership Services
3. Work closely with print vendor.

Qualifications: Interested in good Section communications; well organized; dependable; a good editor.

Method of Appointment: Appointed by the Section president or in compliance with the Section constitution and bylaws.