

**ISA  
POSITION DESCRIPTION**

**SECTION INSIDE ISA EDITOR**

**Term of Office:** 1 year; can be reappointed

**Reports to:** Inside ISA Editor

**General Function:** Provide Section information for inclusion in Inside ISA.

**Primary Responsibilities & Duties:**

1. Provide, in a timely manner, Section information of broad Society interest to the editor of Inside ISA (training courses, awards, promotions)
2. Information should be:
  - significant and interesting in itself
  - an example of what other Sections could benefit from by doing

**Resources Available:** Section Inside ISA Editorial Guide; Section Publicity Chairman's Guide; Former Section editor; Inside ISA editor; ISA Staff.

**Time Commitment:** 1 hour each week

**Meeting Obligations:** All Society meetings where information for publication can be gathered.

**Working Relationships:**

1. Other Officers and Members: Interact with all members and leaders as necessary to accomplish goals.
2. Staff: Access staff knowledge as needed and provide essential information to staff when requested
3. Other: Inside ISA editor can answer questions and provide valuable guidance when preparing an article.

**Qualifications:** Willingness to serve; interest in communications

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