

## **Newsletter Editor**

1. **Purpose:** The Editor manages the publication and distribution of SGA Newsletter on a quarterly basis.
2. **Term of Office:** Two years. Appointed by President with Executive Board approval.
3. **Voting Status:** Ex-officio member
4. **Major Duties/Responsibilities:**
  - A. Attends four Executive Board meetings and the Annual Business Meeting and presents written and verbal reports on activities at the meetings.
  - B. Arranges for the publication and distribution of the newsletter on a quarterly basis beginning with the Spring Issue and ending with the Winter Issue
  - C. By January 1, establishes newsletter deadlines for the entire year. Sends notice of upcoming newsletter deadlines to column writers and the SGA membership via the SGA listserv thirty days and then 15 days before deadline.
  - D. Appoints an Associate Newsletter Editor to serve as an apprentice for at least two issues, preferably a year as associate editor, before taking over as Newsletter editor.
  - E. Collects news and information of value and interest to SGA members. Appoints regional or topical representatives to gather and report news. Urges all repositories to put SGA on their mailing lists for news releases.
  - F. Solicits and selects material for inclusion in the newsletter.
  - G. Edits text of all articles submitted for inclusion in the Newsletter.
  - H. Designs and completes layout of newsletter and creates a pdf file in which to publish the newsletter online.
  - I. Arranges for the newsletter to be placed in the dark archive and for preservation
  - J. Coordinates the solicitation and placing of advertisements in the newsletter. Invoices current advertisers in January for following year's four issues and solicits new copy at this time.
  - K. Consults with by Treasurer by December 1 to determine the newsletter budget for the next fiscal year.
  - L. Forwards to the SGA Archivist any non-current files and turns over the current files to the incoming Newsletter Editor.
5. **Approved by the Executive Board: October 12, 2010**