

## **NEWSLETTER EDITOR Roles and Responsibilities**

### **1.0 OFFICE AND TERM**

- 1.1 This position is elected at the Spring Annual General Meeting.
- 1.2 This is a non-voting position of the Alberta Local Section Executive.

### **2.0 SCOPE**

- 2.1 Handle and maintain all matters relating to the Local Section newsletter.
- 2.2 Help with Local Section activities as a non-voting member of the Executive Committee.

### **3.0 RESPONSIBILITIES**

The specific responsibilities of this role are outlined in the Local Section Calendar of Events.

- 3.1 Arrange for advertising for each newsletter.
- 3.2 Determine costs for advertising based on costs associated with publishing newsletter.
  - 3.2.1 Continuously look for ways to reduce printing/mailing and associated costs with the newsletter.
- 3.3 Collect revenue from newsletter and forward to Treasurer.
- 3.4 Liaise with Executive Committee members as to newsletter content requirements.
- 3.5 Publish and mail the Local Section newsletter quarterly, or as directed by Executive Committee, to all Local Section members in good standing.
- 3.6 Obtain a current membership list from Membership Director prior to publishing each newsletter.
- 3.7 Provide an electronic copy of the newsletter to the Webmaster for publishing on the Local Section website.
- 3.8 Other duties as may be assigned by the Local Section President.
- 3.9 Include with newsletter any inserts the Executive Committee requests.
- 3.10 Participate as necessary in Executive Committee and General Section

meetings.

**4.0 COMPENSATION**

- 4.1 This role shall receive no direct monetary compensation for their work. In addition this role will not obtain monetary or other compensation from an external source for work or material generated by their duties in this role.
- 4.2 In return for their work, this role shall have their yearly membership fee waived.
- 4.3 This role, at the discretion of the executive, can have fees for Symposia, Technical Sessions or other events waived.