

### **Section 3. Chair of the Newsletter Committee (Newsletter Editor)**

#### ***General Responsibilities:***

He or she shall:

- ◆ Coordinate the production of NDAPA's newsletter, *The Review*.
- ◆ Keep a timeline of the newsletter publication schedule.
- ◆ Collect assigned articles from appropriate Board of Directors members.
- ◆ Recruit articles and photos from members and committee chairs.
- ◆ Write articles.
- ◆ Take photos of NDAPA activities for publication in the newsletter.
- ◆ Edit newsletter articles.
- ◆ Oversee the layout of the newsletter.
- ◆ Submit written reports at least two weeks prior to each Board of Directors meeting.
- ◆ Make policy recommendations to the Board of Directors, when appropriate.

#### ***Committee Responsibilities:***

He or she shall:

- ◆ Implement (through approved written recommendations) the Board of Directors charges to the committee.
- ◆ After reviewing the charges from the Board of Directors for the year, prepare a yearly committee budget to be approved by the Board of Directors.
- ◆ Report back to the committee the decisions of the board that may affect the committee's work or activities.
- ◆ Provide leadership to the committee.
- ◆ Provide oversight of committee functions.
- ◆ Appoint committee members.
- ◆ Solicit new volunteers to serve on the committee.

#### ***Attendance Responsibilities:***

He or she shall:

- ◆ Attend and facilitate all committee meetings.

- ◆ Miss no more than one Board of Directors meeting.
- ◆ Attend Leadership Retreat/Strategic Planning Session.

*This position will require approximately 10-15 hours a month during the month that the newsletter is published and 2-5 hours a month in between writing and editing the newsletters. Skills/experience needed to successfully serve in this position include the following:*

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| <ul style="list-style-type: none"> <li>◆ <i>Interest in the newsletter</i></li> <li>◆ <i>Prior committee member experience (recommended)</i></li> <li>◆ <i>Communication Skills (writing, editing)</i></li> <li>◆ <i>Administrative Skills</i></li> <li>◆ <i>Leadership Skills</i></li> </ul> | <ul style="list-style-type: none"> <li>◆ <i>Delegation Skills</i></li> <li>◆ <i>Interest in the newsletter</i></li> </ul> <p><i>Bonus Skills/Experience</i></p> <ul style="list-style-type: none"> <li>◆ <i>An eye for layout and graphic design</i></li> <li>◆ <i>Editing Skills</i></li> </ul> |
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