



**Board of Directors  
Newsletter Co-Editors Job Description**

<b>Position:</b>	Newsletter Co-Editors
<b>Purpose:</b>	Provide a bi-monthly informative and educational newsletter to Chapter members.
<b>Term of Service:</b>	Two-years (April 1 – March 31) – first year as junior co-editor and second year as senior co-editor
<b>Status:</b>	Extended Board Member
<b>Oversight by:</b>	Director of Communications
<b>Committees:</b>	Co-Chair      Newsletter Advisory Committee
<b>Board Responsibilities:</b>	<p>Submit any action items for Board discussion via e-mail to the President along with supporting materials, five (5) business days prior to each monthly Board meeting.</p> <p>Attend and participate in monthly Board meetings.</p> <p>Attend annual Board Retreat.</p> <p>Reach out to new members each month to help integrate them into the Chapter.</p>
<b>Educational Allowance:</b>	<p>Board members are encouraged to participate in ALA educational opportunities for their personal growth and the growth of the Chapter. To this end, this position is eligible for an educational allowance to be used during the Chapter's fiscal year. The amount will be set by the new Board at the beginning of the fiscal year.</p> <p>Allowance from one fiscal year may be held over and combined with the subsequent allowance for those individuals continuing to serve in a Board position.</p> <p>Board members who have successfully completed their board term and who are not returning for another board position may submit reimbursement requests for Annual Conference related expenses incurred within 60 days after the end of the Chapter's fiscal year.</p> <p>Allowances that are not used during the fiscal year, except as noted above, will be forfeited. Allowance to be used to attend local and/or international ALA educational conferences and seminars, and monthly Chapter meetings.</p> <p>May be applied toward registration fee, lodging, and/or travel expenses. May be used in conjunction with scholarship, if won, unless specifically not allowed under the rules of the scholarship.</p> <p>Reimbursement requests must be submitted to the Chapter Treasurer within sixty (60) days of the end of the Chapter's fiscal year.</p>

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<b>Records Retention:</b>	<p><u>Item Retention Schedule</u></p> <p>Newsletters <span style="float: right;">Forever</span></p>
<b>Duties:</b>	<p>In coordination with the Director of Communications, plans bi-monthly newsletter, <i>Soundings</i>. Newsletter is published in April, June, August, October, December and February. Deadline for submissions is the First Thursday in March, May, July, September, November and January.</p> <p>Advises all contributors, including Board and Section and Committee Co-Chairs, of submission deadlines.</p> <p>Seeks local and International authors to contribute original articles.</p> <p>Prepares and coordinates regular features for each issue (<i>i.e.</i>, local administrator profile, Chapter news, Board minutes, calendar of events, new member and member changes, Chapter Officer and Section and Committee Chair directory).</p> <p>Coordinates advertising with Advertising Manager.</p> <p>Coordinates with Chapter members to obtain candid photos from various Chapter events for inclusion in newsletter.</p> <p>Edits and assembles all articles and information.</p> <p>Compiles all information for graphics designer/desktop publisher, which is forwarded via e-mail.</p> <p>Coordinates layout with desktop publisher and carefully proofreads at several stages.</p> <p>Arranges for newsletter distribution to Chapter membership, appropriate Business Partners, authors of articles, ALA International President and Executive Director, Region 5 Management Team, and all other ALA newsletter editors or chapter presidents who wish to receive it.</p> <p>Coordinates with Director of Communications for the publication of overflow and complementary information on Chapter Website.</p> <p>Seeks feedback and ideas regarding content and format from Chapter members and Newsletter Advisory Board.</p> <p>Organizes and chairs Newsletter Advisory Board.</p>