

Section: Job Responsibility

Number: 101-02.8

Subject: Newsletter Editor

Date: Last Revised March 2009

Reports to: Secretary and BOD

Purpose: Provides three electronic newsletters per year newsletter to the SCAPAN members and designated others

Role & Responsibility: Maintains personal ASPAN/SCAPAN membership

1. Responsible for the editing and disbursement of the SCAPAN newsletter, *Eye Openers* to all members and designated persons.
 - a. Sets deadlines for submission of material for publication
 - b. Corresponds with authors of submitted materials.
 2. Attends BOD meetings and reports activities related to Eye Openers. Is not a voting member unless holds position as SCAPAN officer.
 3. Submits copies of each newsletter edition to ASPAN President and ASPAN Newsletter Editor
 4. Recommends items for publication in each *Eye Opener* issue:
 - a. Presidents Message
 - b. District Reports
 - c. Committee Reports
 - d. Education Articles
 - e. ASPAN and Foundation Report
 - f. Calendar of Events
 - g. BOD Directory
 - h. Product Issues
 - i. Research
 5. Includes when appropriate:
 - a. PANAW
 - b. Annual SCAPAN Conference Information
 - c. ASPAN National Conference
 - d. Willingness to Serve
 - e. Point System
 - f. Excellence in Clinical Practice Award
 - g. District seminars
 - h. ASPAN seminars hosted by SCAPAN or local components
 6. Maintains a notebook on pertinent newsletter activity to pass on to successor.
- Original: unknown

Revision: Jan 2002 October 2002 11/04 4/06 3/09