



NEWSLETTER EDITOR

POSITION

The purpose of this position is to provide the members of NWACUHO with up-to-date information from both the region and around the country. This information is to be presented in a Newsletter format.

DUTIES

The following duties are not all encompassing, but are encouraged:

- Act as a liaison between the Executive Board and ACUHO-I publications.
- Compile all written reports from state/provincial representatives, executive officers, and etc. for the *Soundings* newsletter. *Soundings* should contain information regarding: New Professionals, Housing/Residential Life Initiatives, Facilities, Etc.
- Assist with secondary publications if necessary. (Ex: *New Professionals Handbook*)
- Serve as the Contributing Editor to *ACUHO-I Talking Stick* newsletter for the Northwest Region.
- Attend regularly scheduled Executive Board Meetings. (3 a year)
- Attend the NWACUHO Annual Regional Conference.
- Solicit new members from your state/province.
- Solicit articles or other pertinent information for *Soundings*.
- Work closely with the Product and Services officer to solicit and retain advertisers for *Soundings*.

LEADERSHIP

The Newsletter Editor can be a complex and difficult position. The keys to being a successful Newsletter Editor are as follows:

1. **Act early!** Request all information for reports and conference information quickly and well before the deadline. It will take some time to receive response back.
2. **Try different forms of communication!** In the age of electronic mail some constituents may not receive the information that you send out. Try a phone call or even “snail mail” as a back-up!
3. **Know your team and their style!** You will receive information in different formats and styles. Make your requirements for publications clear and repeat them often!