**Newsletter Editor:**

Term of office: July 1 to the following June 30.

**Qualifications:**

* Must have been an ASSE member in good standing for at least one year prior to election and
* Be either a Professional Member, Member or International Member of ASSE

**Responsibilities:**  
Provide direction to the Chapter that is consistent with the Chapter's Bylaws as well as the Society's Mission and Vision Statements, Goals, and Code of Professional Conduct.

* Maintain General Membership and Executive Committee meetings
* Represent the chapter on the Area Operating Committee (AOC) or Regional Operating Committee (ROC), as applicable or when possible.
* Represent the chapter at meetings of other organizations when official representation is of benefit to the Society or Chapter
* Responsible for publishing and distributing newsworthy items (may include information from chapter/section, region, and Society), whether by email or postal mail, on a monthly basis.
* Should also copy RVP and [chapterservices@asse.org](mailto:chapterservices@asse.org) on these communications and inform Society staff of newsworthy items for inclusion in society-wide communications.
* Distribute information from Society, Regional or Area meetings to the membership as necessary through publishing a monthly newsletter.

Peripheral Duties and Suggestions:

* Recognize officers, volunteers and members for their participation through newsletter article.

My signature below indicates that I’ve read and understand the job duties of the position to which I was elected to serve.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_