



## Alpha Nu State Idaho

### Job Description

<b>Position:</b>	<b>State Editor</b>
Supervised by:	State executive board, state president
Position Summary:	Compile, edit, and disseminate the state newsletter, <i>Alpha Nus</i> , electronically four times a year. Proofread and revise (as needed) all materials for publication.
Term of Office:	Two years with a limit of five consecutive terms.
Compensation:	Stipend set by the state finance committee annually depending on budget.
Responsibilities:	<p>Be a member in good standing in the Alpha Nu State (Idaho) organization.</p> <ul style="list-style-type: none"><li>• Publication<ul style="list-style-type: none"><li>○ Publish electronically four issues of <i>Alpha Nus</i> each year.</li><li>○ Maintain permanent file paper copy of each issue of <i>Alpha Nus</i>.</li><li>○ Maintain CD of electronic issues of <i>Alpha Nus</i>.</li></ul></li><li>• Compilation and Editing<ul style="list-style-type: none"><li>○ Procure and edit submitted materials.</li><li>○ Encourage submission of articles by chapters, officers, and committee chairs.</li><li>○ Review international documents and website for information for inclusion.</li><li>○ Write and edit articles to fit space.</li><li>○ Take (or arrange for the taking) of pictures at key state organization events as well as regional conferences and international conventions.</li></ul></li><li>• Dissemination<ul style="list-style-type: none"><li>○ Send newsletter to the state webmaster to post on state website.</li><li>○ Disseminate to all Idaho members with current email addresses.</li><li>○ Distribute state organization newsletter to other state organizations and international officers.</li><li>○ Maintain and correct email distribution lists.</li><li>○ Gather media permissions from members and guests.</li></ul></li><li>• Communication and Visibility<ul style="list-style-type: none"><li>○ Assist public relations efforts in state organization.</li><li>○ Develop special publications as required by state organization president.</li><li>○ Assist in implementing relevant actions of the state organization's strategic action plan.</li></ul></li><li>• Collaboration and Participation<ul style="list-style-type: none"><li>○ Serve as ex-officio member (without vote) on state communications committee.</li><li>○ Attend state executive board meetings and state conventions.</li><li>○ Attend, when possible, international conventions and regional conferences especially editorial workshops and training sessions.</li><li>○ Present workshops on chapter newsletters or other topics of interest at state organization meetings.</li><li>○ Set annual goals for the position.</li><li>○ Report on year's activities as editor with written report sent to recording secretary prior to convention.</li><li>○ Assist in any manner as requested by the state president.</li></ul></li></ul>



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#### Position Requirements:

- Knowledge of the Society
  - Familiarize self with knowledge of the Society structure at chapter, state, and international levels.
  - Familiarize self with historical knowledge of state leaders, programs, and initiatives.
- Computer Skills
  - Maintain access to computer, office suite software, digital camera, photography software.
  - Maintain email account and working knowledge of email.
  - Understand the development and maintenance of distribution lists.
  - Possess or acquire working knowledge of software program for newsletters production.
  - Possess or acquire working knowledge of Word, Excel, Outlook, Photoshop or similar programs.
  - Possess knowledge of layouts, photos, headlines, graphics, and professional written language conventions.
- Writing Skills
  - Maintain essence of information through editing process.
  - Communicate messages effectively through attractive newsletters, brochures, press releases, forms, etc.
  - Scrutinize copy to maximize error-free publications.
- People Skills
  - Work with a variety of people in a cooperative and effective manner.
  - Communicate needs, ideas, and essential information to individuals, groups, and in workshop settings.
  - Problem-solve with members, state officers, liaisons, and committees.
  - Work under pressure of time deadlines.