



JOB DESCRIPTION

WISPAN NEWSLETTER EDITOR

Job Reports to: Membership Chairperson/President/Board of Directors

Date written: 1988
Date Revised: March 1991, February 1999, August 1999
Date Reviewed: May 2011

Primary Purpose of the Job:

To edit WISPAN's quarterly Newsletter in a manner to assure that all publications issued reflect WISPAN's philosophy and desired image.

Prerequisites:

1. Active ASPAN/WISPAN membership.
2. Displays a professional image of WISPAN in written and oral communication.
3. Demonstrates the ability to communicate effectively both in their writing skills and verbally.
4. Is knowledgeable of what constitutes plagiarism and of copyright laws.
5. Internet/email capability.

Specific Job Duties and Responsibilities:

1. Serve for a two year term.
2. Display an accurate reflection of ASPAN/WISPAN by maintaining the Newsletter's policies and guidelines quarterly, as directed by the Board of Directors .
3. Direct the publication of the WISPAN Newsletter quarterly.
4. Solicit and organize written materials to forward the Mission of ASPAN/WISPAN.
5. Assist the Board of Directors in the marketing of ASPAN/WISPAN.
6. Direct the periodic critique of the WISPAN Newsletter by the Board of Directors and WISPAN membership



7. Edit copy for conciseness and clarity of thought with a view to the physical space and limitations of the publication.
8. Assume responsibility for the editorial content of the publication.
9. Set deadlines.
10. Network with other WISPAN Chairpersons to provide publication and editing input as needed.
11. Select members to carry out delegated duties and projects related to the WISPAN Newsletter.
12. Investigate feasibility and implement as appropriate any new publications and distribution of the Newsletter within established time frames.
13. Collaborate with typist, publisher and printer in such a manner as to fulfill publication and distribution of the Newsletter within established time frames.
14. Assure that a copy of the WISPAN newsletter is sent to ASPAN National Office and to all Component editors in Region 3.
15. Oversee/coordinate the mailings.
16. Be available as resource person.
17. Submit a report of activities at Board of Directors' meeting.
18. Prepare necessary press releases to promote WISPAN to other professional nursing organizations and members as directed by Membership and the Board of Directors.
19. Prepare goals and submit to the President by January 1.
20. Prepare annual budget projection and submit to WISPAN Treasurer by August 1 each year.
21. Perform other duties applicable to the Job as prescribed by the parliamentary authority of WISPAN.
22. Required to attend the annual planning meetings of the WISPAN Board of Directors. Has an open invitation to attend all Board of Directors' meetings.