

Guidelines for Editor(s) of *The Networker*

TERM: Appointed by President

ELECTION: N/A

The primary duties of *The Networker* Editor(s) are to solicit and edit article/information for the newsletter. The Editor(s) distributes a request for contributions at Board meetings, and sends reminders as needed. The Editor(s) contacts other potential contributors as needed. The collection site for *The Networker* information is the Editor(s) Office, with a submission deadline of the 21st of the month prior to publication. This information is forwarded to the Desktop Publisher. A draft is then emailed to the Editor(s) and NSLHA Director to review and edit. The goal is to mail *The Networker* to the members during the first week of the month. The Editor(s) attends Board Meetings and reports to the Board of Directors at those meetings. The Editor(s) are appointed by the President and do have voting privileges, if membership is obtained in NSLHA.

Nebraska Speech-Language and Hearing Association Deadlines for Office of Editor(s)

January	*Attend Board Meeting *Remind those who haven't submit article for February <i>The Networker</i>
February	*
March	*Submit items for the Board Agenda
April	*Attend Board Meeting *Remind those who haven't submit article for May <i>The Networker</i>
May	*
June	*Submit items for the Board Agenda
July	*Attend Board Meeting *Remind those who haven't submit article for August <i>The Networker</i> *Work with Vice President on Convention newsletter
August	*
September	*Submit items for the Board Agenda
October	*Attend Board Meeting *Attend Annual Convention *Attend Annual Membership Meeting & Awards Luncheon *Attend Transition Meeting in October, November or December, if needed *Remind those who haven't submit article for November <i>The Networker</i>
November	*Up-date Procedure Manual
December	*Submit items for the Board Agenda