

DUTIES OF THE NEWS & VIEWS EDITOR & CO-EDITOR

According to the By-Laws there shall be the following standing committees: Nominating, Education, Publicity, Membership, Social, Ways & Means and others as deemed necessary in fulfilling the purpose of the organization. The newly elected president shall appoint an editor and co-editor of the *News and Views*.

As a member of the Board of Directors of the Kansas State Council you have voting power.

OTHER DUTIES ASSIGNED

- a) Attend all four state council meetings and the annual state convention.
- b) Maintain a list of suggestions and a file of your work including copies of letters, helpful materials, suggestions, and ideas for your successor.
- c) Consult with the President for any special assignments for the News & Views publications. Assignments will be included in the President's Board Letter and/or the Council Agenda.
- d) Prepare articles for the *News and Views* when requested by the President.
- e) All issues of the *News and Views* will be e- mailed to members unless otherwise requested.
- f) E-news updates will be sent twice monthly to those on the e-News e-mail list. Exceptions will be made when requested by the Executive Board.
- g) Provide materials to the appropriate chairperson by the date requested for the Kansas State Convention and the Kansas Chapter Handbook.
- h) A budget for the *News and Views* should be submitted to the incoming President and budget committee at the Winter State Council Meeting. This should include a bid for printer ink cartridges, paper, labels, etc. Be sure to include anticipated postal charges for mailed copies.
- i) Present an advance projection for expenses prior to each printing and mailing. Send a copy to the President by e-mail or US mail. Mail in actual receipts after printing and mailing. Fill in voucher for any remaining expenses. Any overpayment will be used for the next issue. Adjust projection for the next issue accordingly.
- j) Consult with the President in February to establish the number of issues and the deadlines, as this information needs to be in the Kansas Chapter Handbook.
- k) Copies of the *News and Views* are sent to:
 - Members of chapters whose dues are paid prior to September 15th who indicated the desire for a paper copy on the chapter dues form.
 - Members-at-large whose state dues are paid
 - Any guest issues requested by the State President
 - Heartspring
 - Easter Seals
 - ESA Headquarters
 - International News Bulletin Chairperson for IC competition
- l) Work closely with the State Treasurer regarding updates of membership dues paid. Keep updated and correct email and mailing addresses. Returned papers and address corrections are costly and should be considered an unnecessary expense.

(REVISED JANUARY 2013)