

Section: Job Responsibility

Number: 101-02.8

Subject: Newsletter Editor

Origin Date: Unknown

Reports to: Secretary and BOD

Purpose: Provides three times a year newsletter to the SCAPAN members and designated others.

Role & Responsibility:

1. Maintains personal ASPAN/SCAPAN membership.
2. Responsible for the editing and disbursement of the SCAPAN newsletter, *Palmetto Pulse* to all members and designated persons.
 - a. Sets deadlines for submission of material for publication
 - b. Corresponds with authors of submitted materials.
3. Attends BOD meetings and reports activities related to Palmetto Pulse. Is not a voting member unless holds position as SCAPAN officer.
4. Submits copies of each newsletter edition to ASPAN President and ASPAN Newsletter Editor.
5. Recommends items for publication in each *Palmetto Pulse* issue:
 - a. Presidents Message
 - b. District Reports
 - c. Committee Reports
 - d. Education Articles
 - e. Calendar of Events
 - f. BOD Directory
 - i. Research
6. Includes when appropriate:
 - a. PANAW
 - b. Annual SCAPAN Conference Information
 - c. ASPAN National Conference
 - d. Willingness to Serve
 - e. Point System
 - f. Excellence in Clinical Practice Award
 - g. District seminars
 - h. ASPAN seminars hosted by SCAPAN or local components
7. Maintain documentation of all activities and passes on to successor.

Review/Revise: 3/07; 9/09; 6/11