

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 NSLHA office, with a submission deadline of the 5th of each month. This information is forwarded to the Desktop Publisher. A draft is then emailed to the Editor(s) 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 (4/year) and reports to the Board at those meetings. The Editor(s) are appointed by the President and do not have voting privileges.

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

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| January | *Attend Executive Board Meeting * |
| February | * |
| March | * Submit items for the Executive Board agenda |
| April | * Attend Executive Board Meeting * |
| May | * |
| June | * Submit items for the Executive Board agenda |
| July | * Attend Executive Board Meeting * |
| August | * Write goals and achievements for Annual Business Meeting Book |
| September | * Submit items for the Executive Board agenda |
| October | * Attend Executive Board Meeting *Attend Transition Meeting in October or November (at the request of the President and/or if there will be a change in Editor(s)). *Up-date procedure manual |
| November | * |
| December | * Submit items for the Executive Board agenda |