

JOB DESCRIPTION: THE STATE EDITOR

I. Qualifications:

- A. Shall be an active Society member in good standing in Xi State for a minimum of five (5) years.
- B. Shall possess skills in photography, editing, designing, composing, publishing, and mailing newsletters or have extensive journalism skills.
- C. Shall be skilled in the operation of a microcomputer system using desktop publishing and word processing software in conjunction with a database.
- D. Shall have the willingness and available time to carry out prescribed duties.

II. Formal Agreement:

A. Selection

- 1. Notification of the job opening will be posted in the November issue of the *Xi State News* when a vacancy occurs as specified in the *Xi State-Tennessee Rule*
- 2. Applicants will submit an application to the State Personnel Committee by March of the year in which the position is to be filled.
- 3. The State Personnel Committee will screen and interview all applicants and present its recommendations to the State Executive Board.

B. Term of office:

- 1. The term of office shall be two years, beginning July 1, of odd-numbered years.
- 2. The State Editor may succeed herself at the discretion of the State Executive Board for no more than ten (10) years.
- 3. Election will be made by the state Executive Board upon the recommendation of the Xi State Personnel Committee at the Executive Board meeting which precedes expiration of the term of office.
- 4. An annual performance evaluation of the Editor will be conducted by the State Personnel Committee and reported to the State President. The evaluation will assess duties as listed in the outline of the Job Description for the Editor.
- 5. The Contract is **not** automatically renewed. To be considered for renewed employment, the incumbent shall submit a letter of intent to be considered in the selection process.
- 6. If a vacancy occurs, the State President shall appoint a member to fill the position.

C. Compensation:

1. The Editor will receive an honorarium as approved by the State Executive Board in the annual Xi State budget.
2. The Editor will be reimbursed for attendance at State, Regional and International Meetings as specified in the Xi State-Tennessee *Standing Rules*.
3. The Editor will be reimbursed for office expenses as included in the annual Xi State Budget.

III. Duties and Responsibilities:

A. The Editor shall carry out the duties as stated in the Xi State-Tennessee *Bylaws* and *Standing Rules*.

1. Prepare and publish four (4) issues of the *Xi State News* annually.
2. Perform such duties and responsibilities as directed by the President and the Executive Board.

B. Adhere to designated time lines.

C. Other duties:

1. Attend, photograph, and report in the *Xi State News*, State, Regional and International meetings and workshops or other events as directed by the State President.
2. Serve as ex-officio (non-voting) member of committees as directed by the State President or as listed in the *Bylaws*.
3. Solicit and select articles for publication.
4. Obtain a bulk mailing permit each year and arrange for delivery of printed copies to the mailing service
5. Preserve a file copy of each issue of the *Xi State News* and every four years arrange for these to be bound.
6. Provide for special interest columns.
7. Read, evaluate and edit submitted material
8. Order appropriate labels from International Headquarters to mail a copy of each edition of *Xi State News* to all members, to International officers, and to other states for exchange.
9. Coordinate a schedule of publications for committee activities and areas of responsibility.

