

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy &amp; Administrative Procedure Manual</i>	Policy No: I-6 Page: 1 of 1 Effective Date: 10/00, 10/06 Revision Date: 2/08, 10/08, 10/10, 2/16 Review Date: 2/02, 10/06, 10/08, 10/10, 11/12, 2/16
<b>Subject:</b> Role of <i>SGNA News</i> Editor	
<b>Review Responsibility:</b> President-Elect	

**Purpose:** To define the responsibilities of the SGNA Newsletter Editor

**1. Editor Objective:**

A. To oversee the development of the *SGNA News* by working with Headquarters Staff and the Director of Communications to determine content, write, edit, format and produce each issue.

**2. Editor composition:**

A. Editor: Appointed by the SGNA President-elect, with Board of Director approval for one 2-year term. Prior Newsletter experience is preferred.

**3. Editor Responsibilities**

- 3.1. Plan pre-determined number of issues per year with support of Headquarters Managing Editor.
- 3.2. Work with Headquarters Managing Editor to coordinate planned Newsletter.
- 3.3. Solicit articles from BOD, Committee Chairs, Regional Society presidents, members, etc., as needed.
- 3.4. Correspond with Headquarters Managing Editor on a regular basis for plans/updates.
- 3.5. Mentor newly appointed Editor to assume Editor role.
- 3.6. Proofread first draft of Newsletter and approve final draft (both via e-mail) as needed.
- 3.7 Provide FAQ and From the Editor columns to SGNA Headquarters Managing Editor.

*Formerly L-5*