**IEEE Newsletter Editor** Job Description

**OVERVIEW:**

The IEEE SEM Newsletter Editor publishes, the Section Newsletter (Wavelengths) on a monthly basis. The newsletter serves as our principal communication summary tool within the Section. The Editor may assemble a working committee to assist in the format, content and distribution of the Newsletter. The Editor receives formats and edits news items received from the Section Officers and prepares them for electronic publication.

The usual term of office for the position of **IEEE Newsletter Editor** is one year. Term of office begins in January and ends at the end of December with the possibility of reappointment. The time needed to fulfill this volunteer position is approximately 2 to 4 hours per week.

**ROLES:**

* Serves as a member of the IEEE Section Communications Committee
* Preside in all Newsletter matters at section meetings
* Represent the Section at IEEE gatherings, particularly relating to the IEEE SEM Newsletter activities
* Upon request, represent the Section at Regional Committee Meetings.

**DESCRIPTION OF RESPONSIBILITES:**

* Coordinates with the Section Officers on a regular basis (1/Month typical) to ensure that Newsletter articles are coordinated with the newsletter publishing plan.
* Receive and respond to all e-mail messages for the Newsletter Editor in a timely and courteous fashion
* Attend Section Communications (ComCom) and Executive Committee (ExCom) meetings regularly for information exchange and/or action.
* Be aware of Section's operations and their needs for publications in the Newsletter.

**ELIGIBILITY:**

Must be an IEEE Student Member, Graduate Student Member, Member, Senior Member or Fellow grade in good standing and reside within the geographic boundaries of the Section.

**QUALIFICATIONS & SKILLS:**

* Honesty, integrity and adherence to high ethical standards
* Ability to dedicate service to the IEEE while maintaining balance with professional and personal life
* Be willing and able to contribute positively to the decision-making process of the IEEE
* Understand the sometimes conflicting interests of the various constituencies of the IEEE and to act in the interest of all Section members and the general public
* Ability to meet deadlines and to respond to communications in a timely fashion
* Attention to detail and strong organizational and communication skills
* Good communication skills, both oral and written are essential

**ESTIMATED TIME REQUIREMENTS:**

**2 – 4 hours per week** - this number may vary depending on the number of active members and/or activities within the Newsletter Systems system.

**In–Person meetings -**Section Communications Committee and/or Section Executive Committee meetings

1-4 face to face and 10-12 conference call meetings per year (typical schedule).

**REIMBURSED EXPENSES:**

Ordinary and necessary pre-approved IEEE travel expenses are reimbursed in accordance with IEEE policies or the budget of a given IEEE Committee or Section.

**CONTACT:**

IEEE Section Communications Committee Chair

(Refer to the IEEE SEM Officers Roster)

**Section Mission**

Inspire, Enable, Empower and Engage Members of IEEE at the local level.

For the purpose of:

* Fulfilling the mission of IEEE
* Enhancing the members’ growth and development throughout their life cycle
* Providing a professional home

**Section Goals**

* Increase member engagement
* Improve relationships with and among members
* Increase operational efficiency and effectiveness, within the section and its interfaces
* Enhance collaboration – serve as the local face of IEEE to the community
* Increase membership
* Ensure the collection of appropriate information necessary to assist the IEEE to become a data driven organization