

MAINE ACADEMY OF NUTRITION AND DIETETICS

JOB DESCRIPTION: Newsletter Editor

1. Serves as a non-voting member of the governing Board.
2. Oversees the publication and electronic mailing of the MAND newsletter.
 - a. Edits contributed articles for content, accuracy and writing style.
 - b. Designs layout of MAND newsletter.
 - c. Sets all deadlines related to publication.
 - d. Reminds regular contributing authors to submit articles when needed, such as:

President	State Media Representative
Public Policy Coordinator	Career Opportunities Chair
Delegate	Awards Chair
Education Chair	State Licensure Liaison
 - e. Solicits articles on special projects in the nutrition community in the state.
 - f. Writes articles on an as needed basis.
3. Develops policies relating to the publication of the newsletter for Board approval.