

Assistant Newsletter Editor

1. **Purpose:** Assists the Newsletter Editor in all facets of production and distribution of the SGA Newsletter.

2. **Term of Office:** Two years. Appointed by President with Executive Board approval.

3. **Voting Status:** Non-voting member

4. **Major Duties/Responsibilities:**

A. Serves as liaison with the feature editors insuring that their submissions are received in a timely manner.

B. Proofreads the final copy of the newsletter and carries out other duties as assigned by the Newsletter Editor.

5. **Approved by the Executive Board: October 12, 2010**