

Job Description for *NC Data* Editor

- I. Qualifications
 - A. Is an active member in the Society and supports its purposes and mission
 - B. Has leadership experience at the state and/or chapter levels
 - C. Maintains and uses a working knowledge of the Society documents
 - D. Demonstrates effective interpersonal, communication, and time management skills
 - E. Uses professional composition and computer skills and keeps abreast of technological advances
 - F. Has skills in writing, editing, publishing, design, and layout
 - G. Has the capability to scan and copy materials
- II. Duties
 - A. Works directly with the NC DKG President for all *NC Data* related matters
 - B. Contacts state committee chairs and officers monthly for news items
 - C. Prepares and publishes *NC Data* by the 15th of each month
 - D. Organizes, maintains, and shares current email distribution lists of NC DKG officers, leaders, committee chairs, chapter presidents, and chapter editors for distribution of *NC Data*
 - E. Keeps chapter presidents and state leaders informed of *NC Data* deadlines, events, and committee work
 - F. Provides chapter editors with state and International news
 - G. Preserves a digital file of each issue of *NC Data*
 - H. Participates in presentation of communication information for new chapter officers during the New Leader Training in even-numbered years as requested
 - I. Maintains expense records and submits receipts for reimbursement
 - J. Prepares a report for the NC DKG Fall Executive Board Meeting and an annual report for conventions
- III. Service
 - A. Collaborates with the Communications and Marketing Committee and the NC DKG Webmaster
 - B. Acts as a liaison between state and chapter officers, committee chairs, and regional directors to provide continuity during each biennium and leadership change
 - C. Supports committees and state leaders in communicating with chapters as needed
 - D. Participates in the presentation of sessions for chapter editors and webmasters as requested by the NC DKG President
 - E. Serves *ex officio* with vote on the Communications and Marketing Committee and *ex officio* without vote on the NC DKG Executive Board
- IV. Responsibilities
 - A. Monitors and reports to the NC DKG President and Regional Directors under-involved chapters based on email response rate data
 - B. Attends state, regional, and International meetings, workshops, and other events as requested by the NC DKG President
 - C. Files plans to retrieve Society property and passwords in the event she is unable to perform her duties