



Position Description

NEWSLETTER EDITOR

SUMMARY OF RESPONSIBILITIES:

Design monthly Chapter Connection newsletter.

TIME COMMITMENT:

No requirement to attend monthly board meetings. Newsletter Editor is encouraged to attend monthly programs that are of interest. Time commitment to create monthly newsletter estimated at 5-10 hours per month.

SPECIFIC DUTIES:

1. Creates monthly EHRA newsletter from articles provided by other Board Members.
2. Submits monthly newsletter to Web Coordinator for posting on the EHRA internet site.
3. Ensures compliance with SHRM Graphics Standards.
4. Represents the chapter in the human resources community.

