



NJANSA

New Jersey Association of New Student Advocates

Duties of the Officers for Spring Elections

6.5 Newsletter Editor: The duties of the newsletter editor shall be:

- a. To serve as Editor-in-Chief of NJANSA's newsletter
- b. To transmit NJANSA events and news to the local media
- c. To collect and keep records and pictures for posting
- d. To work collaboratively with the web coordinator to solicit submissions from the group and develop the text for NJANSA's website
- e. To work collaboratively with the web coordinator to post and update the NJANSA newsletter

The Editor is a member of the executive board.

6.6 Web Coordinator: The duties of the Web Coordinator shall be:

- a. To design & maintain NJANSA's website
- b. To work collaboratively with the editor to produce a newsletter
- c. To post the newsletter on the website
- d. To receive requested information to post on website and seek appropriate clearances to post information
- e. To solicit submissions for the website

The Web Coordinator is a member of the executive board.

6.7 Conference Chair: The duties of the Conference Chair shall be:

- a. To supervise the implementation of NJANSA's biennial state conference
- b. To chair the conference steering committee along with a representative from the hosting institution
- c. To supervise all conference ad hoc committees

The Conference Chair is a member of the executive board.