

NEWSLETTER EDITOR, *Colorado Newsletter of Health, Physical Education, Recreation and Dance*

Newsletter Purpose:

Provide state of the art information to help COAHPERD members to be more effective in their work. The Newsletter strives to share “best practices” of professionals in sport, physical education, recreation, dance, health, and wellness. It promotes awareness of a diversity of issues in sport and physical education. The Newsletter identifies, discusses, and analyzes current issues and/or trends of importance to movement related professions.

Editor Purpose:

This individual will prepare and edit the Newsletter for publication.

Organization:

The Newsletter Editor shall be appointed by the President, and may be reappointed. This individual is a non-voting, appointed member of the Executive Board.

Responsibilities:

1. Attend all Executive Board meetings.
2. Solicit members for the Newsletter editorial review board which includes the Executive Director and the Executive Committee.
3. Two weeks prior to the newsletter submission deadline send an email to the Executive Director to encourage members to write articles to be submitted for the Newsletter.
 - a. Potential authors include but are not limited to public school physical educators, higher education professors, students, employees of related agencies (Heart Association, Seatbelt Network, Colo. Health Dept. etc.).
4. Solicit appropriate photographs, especially for the cover. Photos may accompany an article or be generic.
5. Solicit appropriate membership and registration forms from Central District and AAHPERD to be included in each Newsletter.
6. Write a one page editorial on any subject related to our profession(s) for each issue or request guest editorials.
7. Publish article requirements and deadlines in each Newsletter.
8. Submit the proposed draft articles to the editorial review board.
9. Oversee the editing and correcting of the articles from the publisher.
10. Contact the printer and arrange for digital printing of the Newsletter.
11. Submission of the final Newsletter to the Executive Director to notify the members.
12. Collaborate with the webmaster for posting on the COAHPERD website and EBSCO-HOST.
13. Perform other duties as designated by the Executive Committee.
14. Submit items for silent auction and or other fundraising efforts.
15. Submit the end of the year report at the meeting prior to convention.
16. Preside at a minimum of two sessions at the convention.
17. Actively engage in convention duties and responsibilities.

Newsletter Editorial Board Purpose:

These individuals will assist the Newsletter editor in reviewing and editing proposed articles for the Newsletter.