

NEWSLETTER EDITOR

Function Statement

October 2012

SCOPE

The Newsletter Editor is responsible for editing and producing the chapter's newsletter, The Observer. The primary purpose of The Observer is to keep the membership informed of SAS Board meetings and decisions, and activities of the chapter as a whole. The Observer is published each month except for combined issues for May-Jun and Jul-Aug.

Articles are received from other committee chairpersons and formatted to fit in The Observer.

The General Meeting date and program is announced. This information is received from the Program Chairperson.

Other articles always included each month are the Seasonal Observations, Field Trip Findings and up-coming Field Trips.

Some research is required to write articles as necessary to fill space.

The Observer is saved as an electronic file (PDF) and sent to a local printing press. It is also archived on the website.