

GUIDELINES/RESPONSIBILITIES FOR *THE LOUISIANA DELTIAN* EDITOR

The chief purpose of *The Louisiana Deltian* is to disseminate information about the activities of the Louisiana State Organization of Delta Kappa Gamma. The remaining space is used to report activities and projects of members and chapters. Because of space, time, and budget restrictions, the state editor must select from submissions according to (1) timely publicity for state events, (2) chapter news and projects with significance beyond the chapter level, and (3) articles contributing to the personal and professional growth of members, promoting educational expertise, or helping to fulfill the society's purposes.

I. Duties

A. Publish *The Louisiana Deltian* three times annually as authorized by the Executive Board.

Duties include:

1. Obtaining interesting and informative content for each issue
2. Editing submitted material and rewriting if necessary
3. Making requests for special articles
4. Preparing each issue for distribution
5. Compiling the chapter email lists for electronic distribution
6. Maintain a file of *The Louisiana Deltian* for archives.

B. Attend all state meetings including state convention, district meetings, and workshops.

C. Attend International Conventions and Conferences, if possible.

D. Participate in programs, workshops, or other activities as requested by Louisiana State Organization President.

E. Serve as ex-officio member without vote on the State Executive Board and as consultant to the Communications and Publicity Committee.

II. Election

A. The Editor is elected by the State Executive Board in odd numbered years for a two-year term.

B. Applications are to be submitted to the Personnel Committee on the designated deadline date.

C. Term of office begins on July 1 following the election by the Executive Board. If the position is being filled where there is a vacancy, that office shall begin upon election by the Executive Board.

III. Expenses

A. Funds for travel with the state are provided as stated in the approved Louisiana State Organization Bylaws.

B. Funds for travel to International Convention and Conferences are provided as stated in the approved Louisiana State Organization Bylaws.

C. Salary is paid by Louisiana State Organization using the pay scale and schedule as stated in the approved state budget and Louisiana State Organization Bylaws and Standing Rules.

IV. Qualifications

A. Active membership

B. Participation on the state level (example: attendance at meetings)

C. Prior editing or publishing experience preferred

D. Computer experience necessary