



<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Serve as Newsletter Editor from July 1 - June 30.</li> <li>• Set goals and objectives for the Section's newsletter.</li> <li>• In <b>July</b>, submit budget for newsletter to Treasurer.</li> <li>• Conduct an annual needs assessment to determine needs and expectations for Section newsletter.</li> <li>• Seek regular contributors, and develop reliable sources of information to include in each edition.</li> <li>• Design, Layout, and Edit each newsletter issue: <ul style="list-style-type: none"> <li>- include location, time, cost and contact of upcoming Section events</li> <li>- adhere to ASQ logo guidelines</li> </ul> </li> <li>• Coordinate printing and mailing of each newsletter issue.</li> </ul>
<b>Related Policies and Procedures:</b>	<ul style="list-style-type: none"> <li>• ASQ Policies &amp; Procedures:</li> <li>• ASQ Operational Milestones <ul style="list-style-type: none"> <li>→ G5 - Charter Policy Professional Ethics &amp; Qualifications Committee-Composition</li> <li>→ G6 - Ethics Ombudsman, Grievance, Suspension, and Expulsion Procedure</li> <li>→ G7 - Membership Information Disclosure</li> <li>→ G41 - Society Involvement With Other Organizations and the Use of ASQ's Name and Logo</li> <li>→ G42 - Joint Activities of Society and Member Units</li> <li>→ G57 - ASQ Intellectual Property</li> </ul> </li> <li>• ASQ Logo Guidelines</li> </ul>