

EDITOR/PHOTOGRAPHER

Job Description

The Editor/Photographer is responsible for the production and distribution of the *Lone Star News*, the official newspaper of the Texas State Organization of the Delta Kappa Gamma Society International. The position is part time and requires some week-end responsibilities. Because it is classified as a telecommuter and compensated with a salary, it is exempt from overtime pay. Health insurance coverage is *not* provided. The person serving in the position must present a positive public image and have a sincere desire to serve the Society.

Desired Qualifications

- • Has maintained active membership in the Society for a minimum of five years and is currently a member of the Society.
- • Demonstrates an understanding and appreciation for the traditions and magnitude of Texas State Organization and its programs.
- • Possesses outstanding verbal and written communication skills.
- • Demonstrates success in leadership situations.
- • Relates effectively with diverse membership of the Society.
- • Uses and manages technology in an efficient and productive manner.
- • Pays attention to details and is task oriented.
- • Is a self-motivated individual.
- • Possesses a work history and style that includes consistency in meeting deadlines.
- Demonstrates a strong commitment to the position. • Publish and distribute the four issues of the *Lone Star News* each year
- Maintain verbal agreement with printer who makes arrangements with the mailer. All expenses for services rendered are handled through the State Executive Secretary/ State Treasurer.
- Receive, compile, write, and process articles for use in each issue; edit and proofread same; write and correct headlines
- Submit draft copy of the *Lone Star News* to the State President for critique and review upon completion of rough copy and prior to sending to proofreaders
- Mail Spring and Summer editions to all Texas State Organization members. (Fall and Winter editions are published online only. Mail two (2) published copies of the newsletter to the current Texas State Organization President
- Seek input from the State President concerning news items and photos to be printed and deadlines to be observed
- Prepare a color copy of the newsletter and send to the Webmaster for posting on the Texas State Organization website

Duties and Responsibilities

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- Take pictures and write notes for use in the *Lone Star News* as directed by the State President
- Conduct or assist with workshops if requested to do so
- Place convention pictures on the state website for all members to view and download, as needed
- Assist in any manner, as requested by the State President
- Take pictures and write notes for use in the *Lone Star News*
- Conduct or assist with workshops if requested to do so
- Assist in any manner, as requested by the State President
- Place pictures on the state website for all members to view and download as needed
- Assist in any manner, as requested by the Area Coordinator or the State President
- Expenses incurred will be the responsibility of the Area if the request is made by the Area Coordinator unless it is the Editor's own area
- Serve as an ex-officio member of the Communications Committee
- Attend chartering of new chapters and take pictures
- Record and maintain files of all financial transactions for audit purposes with copy of bills going to TSO Executive Secretary/State Treasurer
- Maintain and keep in good repair all state equipment as authorized by the Executive Board
- Additional information is found under Publications

Convention Responsibilities

International Conventions

Regional Area Workshop Responsibilities

Other Texas State Organization Responsibilities