

POSITION TITLE: Circuit Editor

TERM: Nominated Position. Confirmed at the start of each year

APPROVAL: 06 Aug 2018

LATEST REVISION: N/A

Outline

The Circuit Editor is responsible for producing the Circuit newsletter published three times a year in the first week of March, July and October on the IEEE NSW Section website in pdf format. A print copy may be produced and sent if required.

The newsletter incorporates submitted reports in doc format (word) about IEEE activities from the various local chapters, branches and groups along with editor related content as outlined below. The editor has a duty and responsibility to refine the reports to ensure a consistent and professional look and feel.

ACTIVITIES

February

- Ensure that a call for articles and a deadline is communicated across the section for the March edition

March

- In this issue report the results from the annual general meeting held in November, and the names of any new committee members
- Work with Membership officer to ensure that free student memberships are advertised
- Incorporate the list of new and updated members up until the end of February
- Publish March edition to Section website

June

- Ensure that a call for articles and a deadline is communicated across the section for the July edition. Chase the nominations Chair to get a nomination form for the July newsletter

July

- Incorporate the list of new and updated members up until the end of June
- Publish July edition to Section website.

September

- Ensure that a call for articles and a deadline is communicated across the section for the October edition. Chase the nominations chair for biographical details on any nominees for elected committee positions to be published in the October newsletter.

October

- In this issue report the planned date and venue of the annual general meeting and subsequent dinner
- Contact Section Chair for an article on the importance of renewing IEEE
- Incorporate the list of new and updated members up until the end of September
- Publish October edition to Section website
- Send an email to the Section Executive confirming if you would like to continue the position into the following year