

## **Job Description – EDS Secretary/EDS Newsletter Oversight Committee Chair**

The EDS Secretary/EDS Newsletter Oversight Committee Chair will manage the EDS Newsletter Oversight Committee as well as the content, production and distribution of the BoG Meeting Minutes under the direction of the EDS President. The Secretary will initiate, develop and coordinate the strategic plan, programs and activities in the area of communications (primarily the EDS Newsletter and BoG Meeting minutes) and attend the two EDS BoG Meeting Series held each year to report on the progress and status of the same.

Specific responsibilities include coordinating with the Newsletter Oversight Committee members and EDS Executive Office staff to define, delegate and monitor communications-related work and to implement and advertise all programs and activities. In addition, he/she will act as the primary EDS 'volunteer' contact person for EDS and BoG members, other society/council volunteers and IEEE staff for requests, questions, issues, etc., concerning communications. The Secretary will also serve as a member of the EDS Executive Committee (ExCom) and attend the two ExCom meetings a year (as part of the EDS BoG Meeting Series) to help in the overall management of the Society. Finally, the Secretary will work with the other EDS Vice-Presidents, EDS Officers and Newsletter Editor-in-Chief to prepare the material every 5 years for the TAB Review of the EDS Newsletter.

The programs, activities and responsibilities of the Newsletter Oversight Committee, which is comprised of the BoG positions of the Secretary (Chair), President (non-voting), President-Elect, Jr. Past President, VP of Educational Activities, VP of Meetings, VP of Regions/Chapters, VP of Technical Activities and EDS Executive Director, include the following:

- Monitoring the status of the EDS Newsletter, including the reporting of various statistics and finances and year-to-year trends
- Initiating recommendations for changes/enhancements to the content, production and distribution of the EDS Newsletter
- Reviewing and approving any requests/recommendations received from BoG members/general membership for changes/enhancements to the content, production and distribution of the EDS Newsletter
- Managing the appointment and termination process for the eleven Regional Newsletter Editors
- Managing the process for soliciting candidates for a Regional Newsletter Editor position when an editor steps down/is being replaced or a new position is established
- Reviewing and approving the candidates selected by the Newsletter Editor-in-Chief to serve as Regional Newsletter Editors
- Providing recommendations to the EDS President for Newsletter Editor-in-Chief when the EIC steps down/is being replaced
- Managing the updating of the inside cover of the EDS Newsletter to reflect society Editor, BoG and publication changes
- Helping to determine the data to be displayed and respective format of the communications-related information (mainly the Newsletter and BoG Meeting Minutes) on the EDS Web-Site