



Section 5 - 5.12: Newsletter Editor

Objective

The Newsletter Editor is responsible for the publication of the Region 10 Newsletter. The Region 10 Newsletter is a significant device for communicating Region 10 business and improving the identity of IEEE region 10 in the Asia Pacific region. It is to be delivered to members in a way that is commensurate with the best available technology and consistent with the diverse regional circumstances.

The objectives of the Region newsletter are;

- a) To inform the leadership of Region 10 and the appropriate Institute and IEEE staff of newsworthy Region 10 activities in a timely and frequent manner, including the agenda for upcoming meetings;
- b) To carry news of Region 10 personalities, appointments, and awards;
- c) To report on appropriate Institute matters;
- d) To present statements of Region and Institute candidates for office;
- e) To present views of members and officers on various relevant subjects.
- f) Achieve a distribution frequency of 4 issues per annum

Responsibilities

The Newsletter will be published regularly and timed to take advantage of significant events within the region like the Region 10 Executive Committee Meetings and/or Region 10 Committee meetings, funds allowing.

The Newsletter Editor will collect inputs from IEEE HQ, the Region Executive Committee, Region officers, Council Chairs, Standing Committee Chairs, and solicit inputs from others, as appropriate (e.g., candidates for office).

The Newsletter Editor will assemble and edit the collected inputs, and other pertinent items into a cohesive document. Consideration should be given to space, ease of understanding, and suitability for publication. This may be achieved by the Editor with personal/company hardware and software and where necessary with assistance from local service providers.

The Editor will maintain an objective and unbiased position. An Editorial subcommittee will be nominated and can assist with moderating this.

The Newsletter Editor shall set the deadline for inputs for each publication based on the opportunities presented during the particular calendar year and the following is proposed as a guide.

Issue Number	Call for Articles		Editorial		Distribute
	Start	Finish	Start	Finish	
1	Week 1	Week 6	Week 7	Week 8	Week 9
2	Week 14	Week 19	Week 20	Week 21	Week 22
3	Week 27	Week 32	Week 33	Week 34	Week 35
4	Week 40	Week 45	Week 46	Week 47	Week 48

The Editor will arrange for the Newsletter to be distributed and stored electronically.

The circulation of the Newsletter will be to the maximum number of possible IEEE members in the region, MGA Board officers, the IEEE Board of Directors, and appropriate IEEE staff. Influential (non-IEEE) company executive officers with significant numbers of IEEE employees should be considered in the distribution list to enhance IEEE's reputation and image. A subscribe /unsubscribe option should be included to provide members with the choice of continued receipt.

**Important items that are submitted to the Newsletter editor that cannot be effectively *publicized in the Newsletter cycle should be directed to the IEEE Asia Pacific Office *for email distribution.*

**General items that are of interest beyond the newsletter cycle should be copied on to *the Region 10 home page as reference material.*

Back issues will reside on the IEEE region 10 home page.

The Newsletter Editor will attend the Region 10 Committee Meeting and the Region 10 Executive Committee Meetings. A written report of publication activities shall be presented and recorded.

Term of Appointment

The recommended appointment for this position shall be a two-year term, with additional terms as long as the Editor is willing.

Funding

The Newsletter Editor will provide a budget for the following year's Newsletter to the Region 10 Treasurer during the fourth quarter of the prior year. The Region 10 Delegate/Director shall approve financial deviations from the approved Region budget.

[URL:www.ewh.ieee.org/reg/10/opsman/newsletter.htm](http://www.ewh.ieee.org/reg/10/opsman/newsletter.htm)