

VIRGINIA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,
RECREATION, AND DANCE

6.3

Newsletter Editor Operating Code
Revised 04-06-2013

- I. NAME: Communicator (Newsletter) Editor
- II. PURPOSE:
The Newsletter Editor shall coordinate publication of *the Communicator Newsletter*.
- III. ORGANIZATION:
The Newsletter Editor shall:
 - A. be selected by an adhoc search committee, which will recommend to the Board of Directors for approval.
 - B. serve a three-year term with the opportunity to be reappointed by the Board of Directors.
 - C. be SHAPE America and VAHPERD member.
 - D. be evaluated on an annual basis.
 - E. be given 30 days notice if terminated by the Board of Directors.
 - F. give 30 days notice if resigning.
 - G. be paid a stipend for services rendered.
- IV. RESPONSIBILITIES:
The Newsletter Editor shall:
 - A. solicit information and materials from the membership and related professional groups (i.e. – SHAPE America, SHAPE America Southern District, American Heart Association, Virginia Department of Education).
 - B. coordinate the publishing and mailing of the newsletter.
 - E. publish a minimum of two issues a year.

Evaluation Process: Communicator Newsletter Editor

The Communicator (Newsletter) Editor is a part-time paid employee paid a stipend for services rendered, with an expense account, as approved and budgeted by the Board of Directors and after the three-year term, the Communicator (Newsletter) Editor contract may be extended by the Board of Directors. Service will correspond with the fiscal year, June 1 to May 31. Annual performance reviews will be conducted to provide feedback on strengths and weaknesses and to assure the needs of the Association are being met in an efficient and effective matter.

The members of the Board of Directors will complete an annual performance evaluation prior to the end of the contract period. The President and the Past President will compile the evaluation summary report and present it to the Executive Director and the Board of Directors. The Communicator (Newsletter Editor) will have an opportunity to respond to the evaluation summary report.

The following information should be included in the summary report:

1. The number of people who completed the evaluation.
2. The average score of each item (does not include rating of DNO).
3. A listing of comments for each evaluation category and general comments.

The Communicator (Newsletter) Editor may be terminated prior to the expiration of the term if:

- The evaluation results and/or suggestions during the year are not addressed and acted upon in an effective manner.
- There is failure to meet obligations listed in the Operating Code.
- Communicator (Newsletter) Editor commits illegal or egregious acts.

At the End of the three-year term, the board can either:

- Rehire for another three years
- Not rehire, in which case will be given 30 days' notice and a search would be initiated.

An Ad Hoc committee appointed by the President will conduct a search for a Communicator (Newsletter) Editor as specified in Article III. Section A of this Operating Code.

Any separation of service, whether indicated by the Board of Directors or by the Communicator (Newsletter) Editor, must be in writing and must provide 30 days' notice.

Communicator Newsletter Editor

Board of Directors and Executive Committee Evaluation Tool

Rating Scale

- 4 –Exceeds Expectations** -- Comprehensive knowledge, skill, and experience
- 3 -- Satisfactory performance** – Meets expectations
- 2 -- Needs strengthening** -- Limited performance, knowledge and/or experience
- 1 -- Inadequate** -- Not acceptable
- DNO** – Did not observe

To what extent do you feel the Communicator (Newsletter) Editor performed the duties of the position? Indicate your rating of each item and provide comment(s) as you feel appropriate. Comments are required for any rating of 1 or 2. If no comment(s) is provided for a rating of a 1 or a 2, the rating will not be considered.

RESPONSIBILITIES

Performance Indicators :	Rating				
	4	3	2	1	DNO
Solicit information and materials from the membership and related professional groups (ie. SHAPE America, SHAPE America Southern District, American Heart Association, Virginia Department of Education).					
Coordinate the publishing, mailing and website posting of the newsletter.					
Publish a minimum of two issues a year.					

Responsibilities

Total Evaluation Score _____

Comments:

General Comments:

Unsatisfactory rating for consideration of conditional renewal (development plan is required) – average score of less than 3 on majority of items scored (does not include DNO scores) or scores less than 3 on all items in one category

Satisfactory rating for continuation of position - average score of three or more on majority of items scored (does not include DNO scores).

