

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. ORGAINZATION:  
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 AAHPERD 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 member and related professional groups (ie. AAHPERD, AAHPERDSD, American Heart Association, Department of Education).
  - B. coordinate the publishing and mailing of the newsletter.
  - E. publish a minimum of two issues a year.
- V. AMMENDMENTS  
Operating codes may be changed by submitting a written proposal, including rationale, to the Executive Director. The Executive Director shall submit the proposal to the Board of Directors not less than fifteen (15) days in advance of a vote. The proposal shall be adopted by a majority vote of the Board of Directors.