**Responsibilities of the Editor:  (RCOM p29)**

• Developing a story budget in advance of meeting with staff to review and comment on the current issue, discuss article topics for the next issue and agreeing with staff on writing and photography assignments for coming issues.

• Setting deadlines for submission of articles or stories, layout, printing, and distribution.

• Selecting and editing stories and articles, photos, headings, and fillers for layout.

• Assuring adherence to the editorial style in the Associated Press style book in all text.

• Supervising the proofreading process of the layout and approving the final layout before it goes to press

• Assuring there is a team to distribute the newsletter to in-house mailboxes.

• Attending (or selecting a substitute to attend) the Executive Board's bi-monthly and special meetings as a non-voting member.

• Sending letters to new residents requesting biographies and arranging for their photos.

• Recruiting assistant editors, assistant publishers, writers, photographers, and proofreaders as needed.

• Keeping track of expenses and making annual budget request to the Chair of the Communications & Technology Department for submission to the Residents Council.