

Media Editor

The newsletter editor is elected at an Annual General Meeting for a two year term.

The duties of the newsletter editor include functioning as a member of the executive and assuming the following specific tasks.

1. Provides editorial direction for the formatting and content of the quarterly newsletter. Recommendations for changes and budget requirements for The fiscal year (April 1 - March 31) are presented to the executive for
2. Forms newsletter working group of interested members to develop and Enhance newsletter contributions.
3. Ensures standing items for inclusion in each newsletter:
 - President's message
 - Education report
 - Previous meeting minutes
 - Notices of future MGNA meeting and education sessions
 - Notices of relevant upcoming educational sessions by other Organizations (e.g. U of M, U of W, CRNM, CLPNM, CRPNM etc.)
 - news/updates from U of M - Faculty of Nursing
 - News/updates from CGNA
4. Ensures schedule of regular items for inclusion in the quarterly newsletter.
August Issue:
 - Summary of annual meeting
 - Identification of new executive
 - Award winners (e.g. bursary, distinction, honorary membership)
 - Acknowledgement of contributors to the e education day
October Issue:
 - Plans for coming year
 - First call for awards applications
January Issue:
 - Annual meeting plans
 - Call for resolutions for annual meeting
 - Proposed by-law changes
 - Second call for awards applications
 - Call for executive nominations

Newsletter Editor (con't)

Manitoba Gerontological Nurses Association

March Issue:

- Annual meeting agenda
 - Call for bursary applicants
 - Nomination slate
5. Solicits appropriate articles for the newsletter from MGNA members and others. Seeks to promote a range of topics of interest to gerontological nurses covering practice, policy, administration, education, and research domains.
 6. Liaises with clerical services and publicity executive member to arrange emailing and posting on website the newsletter at least five weeks prior to general meetings and eight weeks prior to annual meeting.
 7. Assists the education executive member in planning the Annual General Meeting & Education Day.
 8. Provides reports at general meetings and annual meetings. Provides copy to the secretary.
 9. Submits expense forms to treasurer for reimbursement.
 10. Web site maintenance, postings of newsletters, general meeting minutes, award winners, bursary recipients and other information, two times per year, June and January.
 11. Other duties as assigned by president.