

## Call for Volunteers

**Position:** College & University Auditor Journal Editor – Communications Committee

**Number of volunteers needed:** 1

**Time Commitment:** Approximately 20 hours for each publication month (February, July, November); 5-10 hours in non-publication months. Participation on Communications Committee conference calls as needed (typically a 1 hour meeting every other month). Minimum of one year commitment with option of reappointment for a three year period.

**Committee Description:**

The purpose of the Communications Committee is to provide ACUA members with accurate and relevant information through various communication channels. The Communications Committee Chair oversees the activities of the Journal Editor, Web Services Director, ACUA Community Director, and the Social Media Director. The Journal Editor reports to the Communications Committee Chair.

**Task Description:**

The Journal Editor is responsible for compiling, editing, and submitting for publication the College and University Auditor Journal.

Specific tasks:

- Apply Associated Press (AP) style when editing articles for publication in the College and University Auditor.
- Manage and recruit audit professionals to volunteer positions within the College and University Auditor's editorial board structure
- Recruit potential authors from ACUA membership.
- Perform a final review of and exercise final approval for all material published within the College and University Auditor.
- Establish a publication schedule and ensure that the College and University Auditor editorial staff and authors adhere to that schedule.
- Coordinate publication schedules, College and University Auditor layout and distribution of the publication with the ACUA staff.
- Liaison with other publications for the purpose of sharing work product, authors, and other purposes consistent with the goals established by the ACUA Board of Directors.
- Such other functions as may be delegated from time to time by the President or Board.

**Qualifications:**

- Current ACUA member in good standing;
- Knowledge of and experience applying AP Stylebook standards;
- Familiarity with Microsoft Office and Adobe Acrobat;
- Ability to work with copy editors to ensure quality articles;
- Willingness to contact representatives of vendors, industry professionals, and other suitable authors to ask for volunteer submissions for articles;
- Ability to assess the needs and interests of the association and develop themes for three issues per year.
- Journalism and/or digital marketing expertise a plus

**Expectations:**

- The Editor will ensure the Fall, Winter, and Summer Journal editions are issued according to the Journal publishing schedule
- The Editor will manage any sub-committees formed for journal initiatives.
- The Editor will make periodic reports to Communications Chair on the Journal activities and any recommendations as well as provide an update on activities for the ACUA Annual Report published in August.
- The Editor will submit a budget request to the Communications Chair each summer to cover the activities for the journal the following fiscal year (January – December).
- The Editor will submit the goals for the Journal to the Communications Chair annually in October.

**Interested?** Please Meaghan Smith, Communications Committee Chair, at [smimea@ohsu.edu](mailto:smimea@ohsu.edu).

Thank you for your consideration!