

**Northeast pediatric Cardiology Nurses Association  
P.O. Box 261 Brookline, MA 02446**

**Role and Responsibilities of the NEWSLETTER Editor**

**ROLE**

The NEWSLETTER Editor has a vital role as the facilitator of communication between NPCNA and membership. The Editor must possess a strong background in English grammar, structure, and possess skills in manuscript development, proofreading, and editing. Previous experience on an editorial board or nursing newsletter is desirable. The Newsletter Editor maintains a position on the Board of Directors.

**RESPONSIBILITY**

1. Solicit articles reflecting the current practice in pediatric cardiovascular nursing
2. Provide a forum for publication of nursing research.
3. Work closely with the NEWSLETTER committee members and the Hospital Liaison Chairperson to identify potential authors at member hospitals and universities.
4. Provide a forum for expert and novices authors to share their expertise and experience.
5. Serve as a mentor to novice authors in manuscript development.
6. Send authors NPCNA publication guidelines and the timeline for article submission.
7. Review submitted articles for content and compliance with NPCNA Publication Guidelines. Return edited articles to the authors for review and resubmission.
8. Ensure that each edition of the Newsletter includes: A letter from the President, Updates from each NPCNA committee Chairperson, conference updates, and a current Hospital Liaison index.
9. Work closely with the Program Committee Chairperson to promote NPCNA educational conferences.
10. Provide the Secretary with the material / articles for each edition in a timely manner. Review the prepared edition before distribution.
11. Coordinate the distribution of the NEWSLETTER with the NPCNA Secretary and Hospital Liaison Chairperson. Ensures the publication and distribution of the Newsletter at least one month prior to the Annual Conference.
12. Sends one copy of the NEWSLETTER and a thank-you note to each author within 2-4 weeks post publication.
13. Maintain an Author Index.

**Revised January 2004: JA, DM, MLM**