Appendix G

Responsibilities/Duties of the ECHO Student Editor-in-Chief

**Duties and Responsibilities:** To choose and assign duties to staff members with consultation of the advisor.

A. Is responsible for all copy, pictures and advertising.
C. Must guide the staff in their duties, must offer advice and suggestions and make assignments.
D. Shall be responsible for the Editor-in-Chief page.
E. Will make final decisions on all copy matters, pictures, etc. with consultation of the advisor.
F. Shall determine, with the advisor's assistance, the frequency of distribution of the paper and the proposed budget.
G. Shall criticize, praise and attempt to help the staff with publication problems.
H. Will put out a good, well-designed and journalistically sound paper.
I. Shall aid the advisor in choosing next year's Editor-in-Chief.