

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.
- B. Is responsible for adhering to the Statement of Practices and Code of Ethics.
- 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.