Appendix H

Responsibilities/Duties of the ECHO Student Managing Editor

A. Oversees all staff production, including all writers, photographers, graphics, and business and advertising personnel; coordinates efforts of other editors.
B. Assists in copy-editing of all assignments, including cutlines and captions; assists in approving all photos and artwork.
C. Responsible for layout of front page and editorial page; also responsible for ensuring that news, features and sports layouts are completed.
D. Assists editor-in-chief in conducting editorial board and staff meetings, or conducts them in editor-in-chief’s absence.
E. Assists editor in assigning all stories, photos, and artwork.
F. Oversees staff assignments and checks with other editors to resolve problems and verify that work is progressing and deadlines are being met.
G. Assigns self to write stories and headlines; approves or rewrites headlines, captions and cutlines as necessary. Checks to see that everyone in photos is identified correctly.
H. Encouraged to be a creative leader who assists writers with stories, assists other editors with management, and assists editor-in-chief with vision and direction of the newspaper.