

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.