



Association of College Unions International

*Serving the college union and  
student activities profession since 1914*

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## REGIONAL LEADERSHIP TEAM POSITION DESCRIPTIONS

### **Publications Coordinator**

Duties shall include but not limited to:

1. Attend all Regional Leadership Team meetings.
2. Attend the Regional Fall Conference.
3. Serve as the Regional Publications editor and provide a minimum of three (3) newsletters/publications per year (April, August, December)
4. Contact Regional Leadership Team of the Region at least three (3) times per year to solicit information about relevant regional activities.
5. Contact sponsors of workshops, members of national committees, members/officers of related associations to obtain information related to member interests/activities.
6. Read all current publications of the Association in order to report, summarize, or reinforce information to all members.
7. Encourage members to write articles about professional activities or information for the Western Wire, Bulletin, or other ACUI publications.
8. Prepare a budget to cover costs of preparing and distributing a minimum of three (3) publications to all staff and designated student leaders at each member institution, all Regional Directors and regional newsletter editors, and the Leadership Team of the Association.
9. Serve at the regional conference as a resource person on the specifics of publicizing programs and events.
10. Submit regional newsletter to Earl Whitfield Regional Newsletter Award through the International office.
11. Maintain an accurate mailing list for the Region, making labels available when needed for Regional business.
12. Update and revise as necessary the regional membership brochure.
13. Work with the Information Technology Coordinator to electronically activate and distribute Western Wire.
14. Assist the Regional Director and other members of the region with any additional publications, Pat Moonen award, regional recreation tournament (including College Bowl or regional conference promotion, etc).
15. Provide an annual written report to be included in the Annual Report by the Regional Director and submitted to the Central Office liaison and Regional Leadership Team members. Also, prepare an oral report for the business meetings and any Regional Leadership Team meetings or copies of a written report if unable to attend.
16. Provide a written report that includes a copy of the publication budget, upon leaving the position, listing projects and activities accomplished, with recommendations for the next Coordinator. Copies of the report should be filed with the Regional Director and the incoming Coordinator.