**SEAHO Report**

**Committee/State Representatives Editor Application Form**

**Please complete this form and submit responses by April 26 2011 to:**

Paul Riel [priel@unf.edu](mailto:priel@unf.edu)

**Committees/State Representatives Editor**

* 1. Communicates with all committee representatives and the SEAHO Governing Council to ensure a timely submission of all committee and state rep reports
  2. Responsible for editing and organizing all committee and state representative reports
  3. Submits final draft of committee and state representative reports to the Managing Editor
  4. Assist Feature Articles editor in soliciting articles for each report
  5. Works directly with President to get the President’s report for each online publication
  6. Works directly with the Managing Editor of the report

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**Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Institution**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please respond to the following questions:**

1. Why are you interested in serving as Committee/State Representative Editor?
2. Share your experiences and skills relevant to the responsibilities listed above. You are welcome to share samples of your writing and/or editorial work.
3. What do you see as the primary purpose of the SEAHO Report, and describe three ways this publication might be improved.
4. What most inspires you about SEAHO? (include your SEAHO involvement to date)
5. Please have your direct supervisor submit a letter of support to Paul Riel, SEAHO President that addresses the following topics:
   1. Willingness to provide you the financial support and time necessary to complete the responsibilities of this role, which may include occasional travel to mid-year meeting or the annual conference.
   2. Comments on your performance regarding writing, editing, attention to detail, motivating others, and meeting deadlines

SEAHO President’s Mailing Address:

Paul Riel

Director of Housing and Residence Life

University of North Florida

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