

Article IV. Officers

The Michigan Israel Observer will be governed by the following means:

1. An elected **Editor-in-Chief** will preside at all meetings. The Editor-in-Chief will assist in the process of selecting the remaining staff and will make executive decisions when necessary. S/he will be responsible for plans and goals of the journal and deciding what can be done to expand the role of the journal in the future. S/he will oversee all other positions and function as the top of the chain in command. If someone else is not doing his or her job, it is the responsibility of the Editor-in-Chief to fill in. The Editor-in-Chief will be responsible for remaining constantly updated on the current situation in Israel and the Middle East so that s/he can inform the rest of the staff. At meetings, s/he will begin with a short discussion about issues in Israel in order to keep the staff up to date on the topics which they are either learning about through articles or need to begin to learn about in order to cover the appropriate span of issues that the journal is responsible for covering. The Editor-in-Chief will be in contact with Editor-in-Chief of all other journals under the *Azure Student Journal Project* and will remain up to date. S/he will also have responsibility and access to *the Michigan Israel Observer* blog and will have the duty of writing the Letter from the Editor for each new issue.

EDITORS:

2. The **Managing Editor** will be responsible for all other editors. It is their job to oversee all editors and coordinate with them to make sure that someone is presiding over every article. The Managing Editor has a lot of responsibility over recruiting editors and soliciting articles, and will make decisions about the editing of the articles before they are turned over to the editor-in-chief for final decisions. The Managing Editor will also serve as an assistant to the editor-in-chief when s/he needs assistance.
3. One of the editors beneath the managing editor is the **In-Depth Editor**. This editor is responsible for all in-depth articles. This duty requires soliciting articles and writers as well as meeting with the writers in between drafts to make sure that all questions are answered. The In-Depth Editor will have say over which articles do and don't get selected and will work with both the Managing Editor and eventually the Editor-in-Chief in making these decisions. S/he will also be responsible for assigning assistant editors to articles and making sure that no article is being neglected.
4. The **Reviews Editor** is responsible for the reviews: literature, music, movie, art... This duty requires soliciting articles and writers as well as meeting with the writers in between drafts to make sure that all questions are answered. The Reviews Editor will have say over which articles do and don't get selected and will work with both the Managing Editor and eventually the Editor-in-Chief in making these decisions. S/he will also be responsible for assigning assistant editors to articles and making sure that no article is being neglected.
5. The **Personalities Editor** is responsible for the interview, roundtable and perspectives. This category is open to all other creative articles that do not fit into Reviews or In-Depths. This duty requires soliciting articles and writers as well as meeting with the writers in between drafts to make sure that all questions are answered. The Personalities Editor will have say over which articles do and don't get selected and will work with both the Managing Editor and eventually the Editor-in-

Chief in making these decisions. S/he will also be responsible for assigning assistant editors to articles and making sure that no article is being neglected.

FINANCES:

6. The first position in the finance section is the **Internal Finance Director**. This director will be responsible for the monetary issues that arise. This includes: the TCF account, tax issues (maintaining our 501©3), all issues related to MSA and LSA (including making sure that funding comes through), and taking care of all receipts. When anyone else on staff needs money, they will come to this director.
7. The second financial position is the **External Finance and Publicity Director**. This director will primarily be responsible for fundraising and marketing. This includes all transactions that involve off-campus communication. This will include subscriptions to the journal and mailing issues to prospective donors, think tanks and synagogues. S/he will be in strong contact with the communities in metro-Detroit, like West Bloomfield. S/he will be required to represent and publicize the journal at many events in the area so must be able to travel out of Ann Arbor. The External Finance and Publicity Director is responsible for all communication with the Shalem Center and participants in the Azure Student Journal Project at other campuses. S/he will be a liaison to all outside resources.

PUBLIC RELATIONS AND PLANNING

8. The **Public Relations Director** will be responsible for campus outreach. This will include handling distribution on campus: to students, faculty, and relevant departments. The PR Director will be responsible for event planning: primarily for the launch party of each journal and for bringing in speakers and deciding which campus events *the Michigan Israel Observer* would like to sponsor. The PR Director will be responsible for knowing about every event that is occurring on campus and is relevant to the journal. They will either have to attend the event themselves or send a representative. S/he will be in touch with the Board of Advisors in order to get advice and assistance when needed. Overall, the PR Director will be responsible for representing the journal on campus and recruiting anyone who might be interested.
9. The Public Relations Director will recruit assistants who may develop their own positions like Events Manager. For larger scale events, the PR Director will need assistance from more students than usual and during this period, they will be given the ability to distribute applications and interview for possible temporary positions (with the permission of the Editor-in-Chief).

WEB AND DESIGN

10. The **Layout and Design Editor** will be responsible for the layout and design of each issue of the journal. This task will require a certain level of creativity in order to keep the journal fresh and new. S/he might want to be in touch with the Design Directors of other journals for advice and assistants. This director will also take care of anything that needs to be designed: be it letterheads, event invitations... S/he will have the ability to recruit assistants when needed.
11. The **Webmaster** will be responsible for the upkeep of the website. This will require constant updating to include new journal articles, relevant newspaper articles, and a list of interesting events on campus. The Webmaster will work with the Layout and Design Editor to update the website so that it has a “new look” for each issue and remains new and interesting and has a steady flow of visitors. S/he will have a creative job as well and will be responsible for devising new interactive features that

encourage visitors to keep checking the website. One such feature will be *the Michigan Israel Observer* blog, which each member of the staff will have access to.

BOARD OF ADVISORS

12. The **Board of Advisors** will consist of Professors, specialists from outside the University of Michigan, past Editors of *the Michigan Israel Observer*, and Editors of other journals from the *Azure Student Journal Project*. Their role will be support and assistance in articles and any other help that *the Michigan Israel Observer* might need. They will also write Letters to the Editor and participate in interviews and roundtables.