Editor-In-Chief:

The Editor-In-Chief is responsible for *The Anchor* as a whole. This means that he or she is responsible for the structure of the organization and decisions made by the organization. The Editor-In-Chief also has the final say in the content of the paper. He or she is held responsible for the journalistic presentation and stylistic layout of the paper.

Since the Editor-In-Chief serves as a journalistic model for others on staff, it is important that he or she leads with a balance of trust, authority, insight and foresight. This requires that the Editor takes the appropriate amount of time to discern what should and should not be printed in the paper and how it should and should not be presented. This also means taking the time to work with and mentor staff members, correcting journalistic mistakes and helping to improve their writing skills. The Editor-In-Chief must thoroughly copy edit everything that is to be published before sending proofs to the printer. It is important to show corrections to writers and section editors and offer constructive criticism, so staff can improve in the future. The Editor-In-Chief should also organize journalistic workshops in order to instruct and inform the staff in proper journalistic techniques.

The Editor-In-Chief needs to have excellent communication skills, and must consistently monitor the section editors, business manager and advertising manager. The Editor-In-Chief’s job is to keep these staff members accountable for themselves and for those who work under them. This can be done by talking with the section editors, business manager and advertising manager personally on a weekly basis. These meetings should include discussion about the progress of their duties and the progress of the other staff members they work with. It is important that the Editor-In-Chief sets a positive tone of validation and encouragement among the entire staff. This requires effective communication, accountability and trust in their ability.

Another key aspect of being Editor-In-Chief is supervising editorial content and making the final decision as to what editorials are published. The Editor-In-Chief is also responsible for handling questions from administration, outside agencies or those interested in joining the staff.

It is important to remember that *The Anchor* isn’t solely the Editor-In-Chief’s newspaper. They are simply the leader of all those that make the paper all that it should be. Although the Editor-In-Chief runs the meetings, and has the final responsibility for what is published, it is important that they also listen to every person’s voice in making those final decisions. If *The Anchor* is only about the Editor-In-Chief, then the newspaper will fail. *The Anchor* needs an Editor-In-Chief who sets a positive tone and encourages and trusts everyone to do their part, in order to create a newspaper that becomes an instrument of change on campus.
**Campus News Editor:**

The Campus News Editor is responsible for the “campus news” content of The Anchor, which covers vital campus events, happenings and investigations. He/She needs to consistently brainstorm story ideas for campus news. They should come prepared to share these ideas with The Anchor staff at Sunday night meetings. He/She should brainstorm upcoming current campus events, as well as dig into not already known news. One of the goals of The Anchor is to be a publication that relays vital news to campus. This means that the Campus News Editor should consistently be scanning KnowHope, looking at Campus Safety reports, Student Congress minutes, faculty meetings and The Holland Sentinel for story leads that the rest of the campus may not otherwise know about.

The Campus New Editor is responsible for all of the reporters on campus assignments. This means that they must coach the writers, guide them in whom to contact and make sure that their stories are in by Saturday night deadlines. He/She may also assign campus stories to reporters after the ideas have been discussed with the Editor-In-Chief.

The Campus New Editor is also responsible for communicating with the photo/graphics editors. This means that Campus New Editor must have a rough idea of what photos and graphics their pages will need for the upcoming issue.

It is important that The Campus New Editor follows up by Wednesday with the writer’s and photo editor’s progression. This also means calling writers and photographers when assignments are late on Saturday night.

The Campus News Editor is also responsible for communicating with the Editor-In-Chief in order to know if room must be reserved on the page for a placement of an ad.

The Campus News Editor should be present at all staff meetings on Sunday and provide input on story ideas. The Campus News Editor should also layout campus stories, photographs, graphics and ads on Tuesday nights. They are also responsible for writing “campus briefs” unless he/she decides to delegate this task to a reporter.
Assistant Section Editors

The Assistant Editor for any section of the paper has two major responsibilities. The first is to help his or her Section Editor in whatever way is appropriate to their particular team. For some this may mean taking a story when there are not enough writers, for some this may mean shouldering some of the layout load. The Section Editor can decide how responsibilities should be split.

The second responsibility of the Assistant Section Editor is to learn to run the section, since the Assistant Section Editor is often promoted to Section Editor when editors graduate or move on. It is the Assistant Section Editor’s responsibility to ask questions and learn the layout of their section.
National News Editor:

The National News Editor is responsible for the “national news” content of The Anchor, which covers vital world, national, and local news relevant to Hope College. One of the goals of The Anchor is to be a publication that relays vital news to campus. This means that the World News Editor should consistently be brainstorming story ideas for their respected section. They are expected to come prepared to share these stories ideas with the rest of The Anchor staff at Sunday night meetings. He/She should actively be looking at various newspapers for story ideas, as well as regularly reading The Holland Sentinel for story leads that the rest of the campus may not otherwise know about. A number of stories should be consulted on a particular issue if possible to balance the coverage. The National News Editor should always seek to make global/national news coverage in The Anchor relevant to campus; this can best be done by including quotes and analysis from Hope students, faculty and staff. The National News Editor may also want to keep up with the Hope Democrats and Republicans for story ideas as another way to localize the news.

The National News Editor is responsible for all of the reporters on world, national and local news assignments. This means that they must coach the writers, guide them in whom to contact and make sure that their stories are in by Saturday night deadlines. He/She may also assign stories to reporters after the ideas have been discussed with the Editor-In-Chief.

The National News Editor is also responsible for communicating with the photo/graphics editors. This means that National New Editor must have a rough idea of what photos and graphics their pages will need for the upcoming issue.

It is important that The National News Editor follows up by Wednesday with the writer’s and photo editor’s progression. This also means calling writers and photographers when assignments are late on Saturday night.

The National News Editor is also responsible for communicating with the Editor-In-Chief in order to know if room must be reserved on the page for a placement of an ad.

The National News Editor should be present at all staff meetings on Sunday and provide input on story ideas. The National News Editor should also layout stories, photographs, graphics and ads for their page on Tuesday nights. They also are responsible for writing world/national briefs for their page unless they choose to delegate this task to a reporter.
Features Editor:

The Features Editor is responsible for the “Feature” content of The Anchor. The Features Editor should take an active role in brainstorming story ideas that aren’t pressing campus events, but more in-depth discussion topics on campus. This means thinking about things students get angry about, get annoyed with or aren’t talked about on campus. An example of this is: Drug use on campus. Or a page may cover lighter subject matter such as “school fashion”. The Features Editor should keep their story ideas archived in our email account and personal record and come prepared to share these ideas with the rest of the staff at Sunday night meetings.

The Features Editor is responsible for all of the reporters on feature assignments. This means that they must coach the writers, guide them in whom to contact and make sure that their stories are in by Saturday night deadlines. He/She may also assign features stories to reporters after the ideas have been discussed with the Editor-In-Chief.

The Features Editor is also responsible for communicating with the photo/graphics editors. This means that Features Editor must have a rough idea of what photos and graphics their pages will need for the upcoming issue. Keep in mind that Features pages usually have more creative photos, graphics and layout techniques.

It is important that the Features Editor follows up by Wednesday with the writer’s and photo editor’s progression. This also means calling writers and photographers when assignments are late on Saturday night.

The Features Editor should be present at all staff meetings on Sunday and provide input on story ideas. The Features Editor should also layout feature stories, photographs, graphics on Tuesday nights.

It is important to note that this section of The Anchor is very popular among readership. It should be the most artistically creative page as far as story ideas and layout goes.
Sports Editor:

The Sports Editor is responsible for the “sports” content of The Anchor. The Sports Editor should take an active role in looking at upcoming sporting events and past sports events that need to be covered. This means covering a variety of different sports played by men and women on campus. Also, they need to be consistently brainstorming feature stories on players or coaches, national sports stories and come prepared to share these ideas with the rest of the staff at Sunday night meetings.

The Sports Editor is responsible for all of the reporters on sports assignments. This means that they must coach the writers, tell them who/what/where/when to attend events, who to contact for sources and keep them accountable to their stories being in by Saturday night deadlines. He/She may also assign sports stories to reporters after the ideas have been discussed with the Editor-In-Chief.

The Sports Editor is also responsible for communicating with the photo/graphics editors. This means that the Sports Editor must tell the photo editor the events that the next issue will be covering and have an assigned photographer and writer at each event.

It is important that the Sports Editor follows up by Wednesday with the writer’s and photo editor’s progression. This also means calling writers and photographers when assignments are late on Saturday night.

The Sports Editor should be present at all staff meetings on Sunday and provide input on story ideas. The Sports Editor should also layout sports stories, photographs, scoreboards of past sporting events and a column with upcoming games.
Arts Editor:

The Arts Editor is responsible for the “arts” content of *The Anchor*. The arts Editor should take an active role in brainstorming story ideas related to the “arts” at Hope. This means looking at upcoming musical, dance, theater and art events. This also means looking into local concerts and art productions. The Arts Editor should also brainstorm creative writing pieces as well as movie/concert or art reviews. The Arts Editor should come prepared to share these story ideas with the rest of the staff at Sunday night meetings.

The Arts Editor is responsible for all of the reporters on arts assignments. This means that they must coach the writers, tell them whom to contact and keep them accountable to their stories being in by Saturday night deadlines. He/She may also assign arts stories to reporters after the ideas have been discussed with the Editor-In-Chief.

The Arts Editor is also responsible for communicating with the photo/graphics editors. This means that Arts Editor must have a rough idea of what photos and graphics their pages will need for the upcoming issue, as well as tell the photo editor what campus or local events photographers need to attend.

It is important that the Arts Editor follows up by Wednesday with the writer’s and photo editor’s progression. This also means calling writers and photographers when assignments are late on Saturday night.

The Arts Editor is also responsible for communicating with the Editor-In-Chief in order to know if room in needed to be reserved on the page for a placement of an ad.

The Arts Editor should be present at all staff meetings on Sunday and provide input on story ideas. The Arts Editor should also layout arts stories, photographs, graphics. The Arts Editor is also responsible for writing a weekly column of upcoming art events unless they choose to delegate this task to a reporter. It’s important to note that the arts page should be artistically more creative than the rest of the newspaper and have visually enticing graphics.
Voices Editor:

The Voices editor is responsible for selecting editorial columnists to rotate throughout the semester. He or she has the unique responsibility of suggesting revisions to columns without over-directing the writers’ styles. Columns can be provocative, funny, or simply interesting, but in general they should be persuasive. Many will suggest and defend a thought or action.

The Voices page has a fairly simple and predictable layout for which the Voices editor is responsible. Columns are accompanied by pictures of their writers and the editor is responsible for making sure high-quality photographs of the columnists are available by production night.

Like other editors, the Voices Editor has the final say as to what gets printed on his or her page, but ideally, the Voices section presents an array of opinions and writing styles. Columns should be around 500 words long and may number between 4 and 7 per issue. Letters to the editor also run on the Voices page. The Anchor tries to publish as many letters to the editor as possible in order to encourage reader interaction.
**Photo Editor:**

It is the Photo Editor’s responsibility to coordinate the photography element of *The Anchor*. The photography element of this person’s job will involve communicating with Section Editors in order to receive photo assignments, while also brainstorming creative photo ideas, identifying people and happenings in photos, and delegating assignments to the Assistant Photo Editor and other photographers.

After this has been done, the Photo Editor is responsible for following up with the photographers’ progression by wed. The Photo Editor must also hold the photographers accountable to assignments being done and placed in “anchorphotos” by Sunday night.

At this point, the Photo Editor is responsible for making sure all photos have been downloaded onto the computer and properly altered, cropped and filed under graphics by Monday night.

The Photo Editor is also expected to be in communication with the Graphics Editor. After assignments are received, it is necessary that the Photo Editor and Graphics Editor are aware of each other’s assignments and offer suggestions to one another since they both work in a similar field.

The Photo Editor must attend Sunday meetings. During these meetings they are expected to handle the newspaper’s photographic needs, in addition to contributing to story ideas and even taking reporting assignments if desired to do so.

The Photo Editor is also expected to attend Tuesday night layout sessions for an appropriate amount of time in order to help section editors place photos.
Assistant Photo Editor:

The Assistant Photo Editor takes photo assignments from the Photo Editor or the Section Editor. This may include: attending sporting events, theater events, guest speakers, or taking pictures of an interviewee.

The Assistant Photo Editor will also work beside staff writers and accompany them to interviews so that a picture can compliment every news article. Along with taking photos, the Assistant Photo Editor must identify the people and happenings in the photos as well as the school year of those in the photo.

The Assistant Photo Editor must be in communication with the Photo Editor and Section Editors to inform them when the assignments are complete. When they are complete, the photos should be downloaded onto the computer and placed in “anchorphotos”.

In some cases, the Assistant Photo Editor may also be asked to obtain photos (which have already been taken) from the Public Relations Office or from The Milestone.

The Assistant Photo Editor must attend Sunday meetings. During these meetings they are expected to handle the newspaper’s photographic needs, in addition to contributing story ideas and even taking reporting assignments if they desire to do so.

The Assistant Photo Editor is always required to have a camera on campus, so as to always be prepared to capture news in the making.
Graphics Editor:

It is the Graphic Editor’s responsibility to coordinate the photographic element of *The Anchor*. The photographic element of this person’s job will involve communicating with Section Editors in order to receive graphic assignments, while also brainstorming creative graphic ideas, specifically for features and arts.

After this has been done, the Graphics Editor is responsible for designing these graphics and emailing the Section Editors on the progression of the assignment by wed. The Graphics Editor must have all graphics downloaded and placed in “Anchorphotos” by Monday night.

At this point, the Graphics Editor is responsible for making sure all graphics are properly altered, cropped and filed under graphics.

The Graphics Editor is also responsible to be in communication with the Ads Manager. On occasion, the Ads Manager may ask the Graphics Editor to design an ad. The ad must be designed by Monday night and be placed in “Anchorphotos”. The Graphics Editor should then notify the Ads Manager when the assignment is complete.

The Graphics Editor is also expected to be in communication with the Photo Editor. After assignments are received, it is necessary that the Photo Editor and Graphics Editor are aware of each other’s assignments and offer suggestions to one another since they both work in a similar field.

The Graphics Editor must attend Sunday meetings. During these meetings they are expected to handle the newspaper’s photographic needs, in addition to contributing to story ideas and even take reporting assignments if desired.

The Graphics Editor is also expected to attend Tuesday night layout sessions for an appropriate amount of time in order to help Section Editors place graphics.
Copy Editor:

The Copy Editor is responsible for editing the journalistic content of stories. This means, correcting spelling, grammar in all stories, while also reviewing the content for any violations of ethical and legal issues.

The Copy Editor should go through the stories in the “Anchor” box on Saturday night or Sunday morning. All stories should be completely copy edited by Monday. The Copy Editor is responsible for making the corrections on a separate word document. The final corrected story should then be filed on the “U” drive with the appropriate title and staff writer’s name.

The Copy Editor is responsible for sending a version of the copy edited story to the original staff writer, complete with comments on the corrections and tips on how the staff writer can improve in their journalistic writing. If major copy editing changes needed to occur within the story, the Editor-In-Chief and Section Editor should be notified and the Copy Editor, Editor-In-Chief, or Advisor will sit down and talk with the writer about ways to improve their journalistic style.

The Copy Editor must attend Sunday meetings. During these meetings they are expected to handle the newspaper’s editing needs, in addition to contributing to story ideas and even taking reporting assignments if he/she desires to do so.

The Copy Editor also must attend Tuesday night layout sessions for an appropriate amount of time in order to copy edit hard copy stories before the Editor-In-Chief sees them. The Copy Editor is required to be familiar with the “Associated Press Stylebook”, “The Anchor’s Stylebook”, as well as The Society of Professional Journalists Code of Ethics and The Anchor Constitution.
**Business Manager:**

The Business Manager is responsible for all the financial and business matters of *The Anchor*. This most importantly means weekly monitoring the *The Anchor* budget. The Business Manager must be consistently in communication with the Editor-In-Chief, Ads Manager and Business Assistant.

The Business Manager is expected to weekly report on the budget to the Editor-In-Chief. They are also expected to weekly record ad income, which the Business Manager will weekly receive from the Ads Manager. The Business Manager must also record all expenses made through mailing subscriptions, making photocopies or equipment purchases.

The Business Manager must also work closely with the Business Department. The Business Manager needs to inform the Business Department of all the account details involved with outside and inside billing to advertisers as well as handling billing to subscribers.

The Business Manager needs to appropriately act as a liaison between Student Congress and The Anchor. He/she must meet with Student Congress a few times a year to review the budget and occasionally attend Student Congress meetings. By the end of the year, the Business Manager must prepare next year’s budget with the Editor-In-Chief and present it to Student Congress. The Business Manager must also be present during any formal financial or administrative meeting that the Editor-In-Chief must attend.

The Business Manager must attend Sunday meetings. During these meetings they are expected to report on the newspaper’s business needs, in addition to contributing to story ideas and even take reporting assignments if he/she desires to do so.
Ads Manager:

The Ads Manager is responsible for all advertising in *The Anchor*. It is the job of the Ads Manager to recruit local advertisers and keep in touch with national ad firms as well as local campus organizations *The Anchor* works with to confirm and deny *The Anchor*’s use of the ads they solicit.

The Ads Manager is also responsible for following up with interested advertisers throughout the year. It is important that the Ads Manager establishes a relationship with the advertisers.

The Ads Manager is also expected to be in consistent communication with the Business Office, *The Anchor* Business Manager, the Editor-In-Chief and the Graphics Editor. Part of the duties of the Ads Manager is to weekly report advertising income to the Business Manager. The Ads Manager must also weekly take care of handling billing and invoicing advertisers for placing ads in the paper. This must be done in negotiation with the Business Office.

The Ads Manager is also responsible for informing the Editor-In-Chief of the intended layout and amount of ads to be placed on every page. Then, the Editor-In-Chief will inform the section editors if room needs to be reserved on their pages for an ad. The Ads Manager is also responsible for informing the Graphics Editor if an ad needs to be designed.

All ads must be received by deadline (Sunday at 6 p.m.) before that Wednesday’s paper. The Ads Manager is also expected to properly file ads on the computer, complete with information detailing their location and size on each page. This should be done by Monday night.

The Ads Manager is required to be present throughout Tuesday layout nights in order to proof layout and the final design of each ad.

The Ads Manager must attend business meetings and should also attend Sunday planning meetings. During these meetings they are expected to report on the newspaper’s advertising progress for that week.

It is the Ad Manager’s responsibility to remain in direct communication with the Business Office staff. Records and contact information for every ad client must be relayed to the business staff as well as remain up to date on account standings.
Ads Assistant:

The Ads Assistant is responsible for helping with all advertising in *The Anchor*. The actual duties of the Ads Assistant may change at the Ads Manager’s discretion. Primarily, their responsibility is to assist the Ads Manager in any way possible. This may mean handling phone calls of interested advertisers or following up with businesses who are already advertising.

The Ads Assistant is responsible for helping to distribute *The Anchor* to local advertising businesses. This means personally handing the complimentary latest edition of *The Anchor* to the advertiser and showing them the placement of their ad. The Ads Assistant is also responsible for distributing several copies of *The Anchor* into local restaurants and businesses downtown, such as J.P.’s, The Holland Brewery and City Hall.

The Ads Assistant is also responsible for helping the Ads Manager handle billing and invoices to businesses. The Ads Assistant and Ads Manager need to communicate and work together to distribute jobs. The Ads Assistant is also encouraged to “shadow” the Ads Manager from time to time while selling ads in order to better learn the business.

The Ads Assistant must attend business meetings and Sunday meetings. During these meetings they are expected to report on the newspaper’s advertising progress for that week, in addition to contributing to story ideas and even take reporting assignments if he/she desires to do so.
**Business Assistant:**

The Business Assistant is responsible for helping with all the financial and business matters of *The Anchor*. This most importantly means working with the Business Manager in anyway he/she needs assistance. The actual duties of the Business Assistant may change at the Business Manager’s discretion.

The Business Assistant is firstly responsible for handling subscriptions. This means keeping track of interested subscribers on an Excel spread sheet and informing the Business Manager of subscription income. The Business Assistant is responsible for mailing *The Anchor* to subscribers on a weekly basis.

Because of this, the Business Assistant’s job is to primarily be a liaison between Student Development and *The Anchor*. This means being in communication with Student Development about when the mailing will occur and establishing a positive relationship with the Student Development Activities Director.

The Business Assistant is also responsible for weekly checking *The Anchor* mailbox in Student Development and in the mailroom. The mail should then be distributed to the appropriate person at Anchor meetings. If the Business Assistant finds any unusual or urgent piece of mail, the Editor-In-Chief should be notified immediately.

The Business Assistant may be required to handle business tasks such as buying equipment, handling billing or making photocopies.

The Business Assistant should be in consistent communication with the Business Manager as to know their specific duties for the week.

The Business Assistant must attend business meetings. During these meetings they are expected to report on the newspaper’s business needs, in addition to contributing to story ideas and even take reporting assignments if he/she desires to do so.
Staff Writers:

Staff Writers are responsible for all journalistic aspects of The Anchor, including writing campus news, summarizing sporting events and creating creative writing pieces. Staff Writers hold the very important job of informing the Hope community with the news they should be aware of on campus.

Staff Writers write stories when they volunteer or are asked to do so. Staff writers are required to write relevant, recent and accurate stories that are at least 500 words in length. Feature stories are 1,000 words. Staff writers are also responsible for interviewing students, faculty or other sources within a story. Each story should have multiple sources from different perspectives. Although this is challenging to do at first, it is important to note that there are multiple stories within each story that help contribute in making it well rounded and accurate. Staff Writers will be assigned a photographer to help with this interview process.

Staff Writers must be in consistent communication with the Section Editor who assigned the story. The Section Editor is responsible for coaching Staff Writers and making sure that Staff Writers have enough information and sources to write the story. The Staff Writer is responsible for telling the Section Editor when they are struggling to write the story. They are also responsible for informing the Section Editor when the story is complete.

Stories must be completely written by Saturday night at 6:00 with a headline and subhead. The story should be emailed to the “Anchor” account.

Staff Writers are expected to follow AP stylistic guidelines, the Society of Professional Journalists Code of Ethics and The Anchor constitution, while writing stories. Any Staff Writer who is unsure if their writing is following any of these guidelines can contact the Copy Editor or Editor-In-Chief for guidance.

Staff Writers must attend Sunday meetings. During these meetings they can volunteer story ideas, (as well as on discussion board), in addition to taking reporting assignments if he/she desires to do so.
Photographer:

The Photographer takes photo assignments from the Photo Editor, Assistant Photo Editor, or the Section Editor. This may include: attending sporting events, theater events, guest speakers, or taking pictures of an interviewee.

Photographers will also work beside staff writers and accompany them to interviews so that a picture can compliment every news article. Along with taking photos, a Photographer must identify the people and happenings in the photos as well as the school year of those in the photo.

The Photographer must be in communication with the Photo Editor and Section Editors to inform them when the assignments are complete. When they are complete, the photos should be downloaded onto the computer and placed in “anchorphotos”.

Photographers must attend Sunday meetings. During these meetings they are expected to handle the newspaper’s photographic needs, in addition to contributing story ideas and even taking reporting assignments if they desire to do so.

Photographers are always required to have a camera on campus, so as to always be prepared to capture news in the making.
**Production Manager:**

The production manager works with section editors in order to design attractive pages. He or she will assist with section editors’ layout if necessary, and will work with section editors with the intent of developing within them stronger design skills. He or she is responsible for the “last-minute” inside pages and will remain throughout layout night (EEK!).