**PRSPS Job Description – Ensign/Beacon Correspondent**

**Job Title: Ensign/Beacon Correspondent** 11/2014

**Reports to:** Secretary **Rank:** Lieutenant

**Responsibilities**

The Ensign/Beacon Correspondent will send articles and/or pictures of interest to National and to District.  Duties would include:

1. Works closely with Commander, Editor, Publicity Chairman, and Photographer to send articles of interest to either the National magazine, the ENSIGN, or to the District publication, the BEACON.

2. From time to time, on own initiative, send articles and pictures of interest, after receiving information from various Officers and/or Committee Chairmen.

The USPS Operations Manual, gives the following description for THE ENSIGN ORRESPONDENT.

Paragraph 13.16c in the USPS Operations Manual states:

A correspondent to THE ENSIGN should be appointed with the duties of:

* Originating, soliciting, and forwarding to THE ENSIGN editor or the district THE ENSIGN Correspondent articles of newsworthy squadron activities, such as cruises, rendezvous, PR and Cooperative Charting efforts, and other information of national interest.
* Work with the squadron photographer to obtain pictures to accompany such articles and promote submission of photos suitable for THE ENSIGN cover page.
* Assist with the promotion of advertising for THE ENSIGN (The squadron may earn commissions for advertising secured for THE ENSIGN.)
* Review the squadron publication and forward any articles, photographs, etc, of general interest.
* Be familiar with and understand THE ENSIGN's deadline schedule.

The correspondent should be selected for abilities as a writer or reporter and should attend squadron activities and report events in an interesting manner.

The description presented here is of a general nature, and may be added to or extended as requirements suggest. They are solely designed as a guide to help a member who is assuming an office with which he or she may not be familiar. In no way are they intended to supersede or amend PRSPS Bylaws or Operating Policies.