

HOSSC Heartbeat Editor Guidelines

Primary responsibility is the production of the Club newsletter. This involves requesting and collecting special features, breed standings, photographs; researching and writing articles; publication and distribution of the newsletter.

Annual Requirements

To ensure the Heartbeat is published in the following months following the General Meetings: January, March, May, July, September, and November.

Bimonthly Requirements

Editor shall contact HOSSC membership and request information that they would like to see submitted. This would include wins, New Titles, articles or any other information that they are active in with their Sussex.

The Editor shall work closely with the Secretary to ensure that all reports from the Board, Officers and committees are included in the Heartbeat.