

Things to Consider When Selecting the Next CHEA Editor

1. Graphics Background Preferred

Ideally, the candidate should have experience in graphic design to ensure the publication is visually appealing and professional.

2. Editor and Publisher Combined Role

It is best to have one person manage each issue from start to finish. A candidate with graphics experience should be able to evaluate submissions, determine relevance, and edit content into a clear and concise format covering the who, what, when, where, and why. They must also prioritize meaningful content, as some submissions may not be strongly newsworthy.

3. Familiarity with Design Software

Experience with CorelDRAW is preferred for seamless file sharing, though other design software may be used if necessary.

4. Consult Trusted Sources

The CHEA PR Chairman and districts may help identify strong candidates based on their knowledge of lodge newsletters.

5. Professional Attitude

The ideal candidate should be easy to work with, team-oriented, and focused on the mission. The publication should represent the California-Hawaii Elks Association—not the individual.

6. Review Past Work

Carefully evaluate prior work. If the candidate's style and quality stand out, that is a strong indicator they are a good fit.

If interested please email a one page summary of your experience to tcmartin@chea-elks.org

Further questions should be directed to Tim Martin at tcmartin@chea-elks.org or by phone at 818-338-6765.