

Newcomers of Central Florida, Inc.
Job Description of
Newsletter Chair

The Newsletter Committee is a Standing Committee of Newcomers of Central Florida, Inc. The Chair is a member of the Executive Committee.

By-Laws description of duties

The By-Laws contain no specific descriptions of duties for Committees.

General information on Committees is included in Article VIII: Executive Committee and Article IX: Committees.

Description

The Newsletter Chair is the editor and publisher of the monthly Newsletter called the Chatter. To facilitate the distribution of the Chatter, the President, with Board approval, will select a Newsletter Mailing Coordinator to be responsible for the Chatter mailing (i.e., snail mail).

The Newsletter Chair is expected to attend monthly Board Meetings and Luncheons.

Publisher's / Editor's Responsibilities

Acquire email articles from Officers, Committee Chairs, and Special Interest Group Chairs containing the pertinent information for each monthly Chatter; the deadline for most articles is the day before each monthly Luncheon.

Email the completed Chatter to proofreaders for corrections. Print final copy for the printer. Attach any inserts or flyers for special activities as needed.

Deliver or email the final copy to our printer. Specify the number of copies to be printed (members without email addresses +20 copies).

Notify the Newsletter Mailing Coordinator when the Chatter has been sent to the printer.

Email the final copy of the Chatter to the Webmaster to upload to the Club website.

Two days after the Newsletter Mailing Coordinator mails the printed copies of the Chatter, email the monthly Chatter to each member with an email address.

Add the following inserts to the Chatter when indicated:

Membership application: May, June, July

Special event flyer in previous month ahead of event, with flyer being prepared by the appropriate Committee or Special Interest Chair

At the May Board Meeting, submit a written report to the Board summarizing the year's activities

Requirements

Computer and printer

Knowledge of Microsoft Publisher (supplied by the Club)

Knowledge of Microsoft Word processing program

Email account with the ability to send email to the entire Club membership at one time, keeping each email address private (using "Bcc" email function)

Note: This job description is not intended to be all-inclusive.

Position may perform other related duties as required to meet the ongoing needs of the Club.

Revised: January 1, 2014