

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

#### **Publisher's / Editor's Responsibilities**

Collect relevant information for each monthly *Chatter* from Officers, Committee Chairs, and Special Interest Group Chairs. The Editor will establish the deadline for this information and communicate it in a timely manner.

Submit the newsletter to the President and at least one other member for proofreading.

Send the PDF version of *Chatter* to all club members via blind copy email. Send it the week after the previous month's luncheon. Example: Email the August *Chatter* during the week after the July luncheon.

To limit the exposure of members' personal information online, the Organizational Chart and Directory Update information will be omitted from the online newsletter version. This modified PDF version will be emailed to the Webmaster for upload to the Club website.

Include the membership application in the newsletter email during renewal time.

#### **Requirements**

Computer

Proficiency in Microsoft Word or other software capable of creating a newsletter.

An email account that can send messages to all club members using blind copy.

*Note: This job description is not exhaustive. The position may be required to perform additional related duties as necessary to support the ongoing requirements of the Club.*