

Newsletter Editor

The Newsletter Editor is a volunteer position, appointed by the President with the approval of the Board of Directors. The duties and responsibilities of the Newsletter Editor, as designated in the Guild Bylaws, are: *To publish and distribute a monthly newsletter*. The Newsletter Editor may appoint a Co-editor as desired and recruit Guild members to participate in a committee to assist in the work of publishing the newsletter.

Duties occur through the year and include, more specifically, the following:

1. To obtain Newsletter procedures from the previous Newsletter Editor. To update the procedures as appropriate throughout the year.
2. To prepare and publish a monthly newsletter to be received by the membership prior to the monthly General Meeting.
3. To edit all submissions for length, grammar and spelling as needed. The newsletter should be proofread by at least one other member.
4. To establish and enforce a deadline for submissions.
5. To decide on content other than the usual and necessary items, based on space and subject.
6. To decide on the length of the newsletter.
7. To submit the Newsletter to the Webmaster for posting on the website.
8. To prepare a report for submission to the President and the Board that summarizes the activities of the Newsletter Editor over the past year as well as concerns and recommendations. The report should be submitted before June 1 so that it is available in July for the new fiscal year.

Last Update – April 2024