

CHAPTER NEWSLETTER EDITOR

JOB DESCRIPTION

BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

Article 8 Standing and Special Committees

8.03 Appointive Standing Committees.

(d) Member Services Committees.

(6) Chapter Newsletter Editor. The Chapter Newsletter Editor shall prepare and distribute a newsletter of chapter activity, providing information on topics of interest to all members.

The Editor shall:

1. Be appointed by the Third Vice President/Member Services Chairman, with Board approval.
2. Serve on the Member Services Committee.
3. Attend Member Services Committee meetings.
4. Prepare and distribute three or four chapter newsletters per fiscal year.
5. Create chapter newsletter content that informs and educates members about chapter activities and provides information on topics of interest to all members.
6. Oversee the editorial content, layout, design, and other facets of chapter newsletter production, and follow the guidelines in Chapter Newsletter Policies.
7. Delegate tasks relating to the creation of content, publication and distribution of the chapter newsletter as deemed necessary.
8. Request a brief biography via template from new members to introduce them to the membership in the Chapter Newsletter.
9. Comply with Social Media Policy guidelines.
10. Honor members' Consent Regarding Photographs preferences on file.
11. Submit Newsletter Editor budget needs for the succeeding year to the Member Services Committee Chairman by their requested deadline.
12. Discuss job description changes with Third Vice President/Member Services Chairman prior to submission to Bylaws Chairman in accordance with Bylaws 8.02 (g).

Technology: MS Word, email, photo file manipulation and electronic content layout skills to produce an electronic newsletter