

# ***Newsletter Editor***

## **POSITION SUMMARY:**

The Newsletter editor produces *Gal' Warnings*, the monthly newsletter, an information and communication vehicle for the association. It is a vital tool for representing WSA and for creating a positive perception of a dynamic women's organization that has many facets and functions in the community.

## **SPECIFIC RESPONSIBILITIES/DUTIES:**

1. Prepare and publish an online web-based monthly newsletter. .
2. Coordinate with the Board and membership to gather articles and photos for inclusion in the newsletter.
3. Gather additional leaflets, bulletins, and forms from the Board and appropriate parties to include with the mailing.
4. Coordinate with the Membership/Database Chair to receive monthly membership roster updates and mailing labels.
5. Manage a rapid turnaround after receiving copy-ready materials.
6. Distribute print copies to members as requested.
7. Send complementary copies to affiliate organizations and clubs.
8. Attend all general meetings and participate in all WSA-sponsored activities, as appropriate.

## **GENERAL QUALIFICATIONS/EXPERIENCE:**

Hold current membership status. Must have a working knowledge of desktop and web publishing.