

IWCNE Newsletter Editor

Purpose of the Position

The Newsletter Editor produces the monthly newsletter and sends out the weekly email news bulletin to IWCNE members.

Duties

The Newsletter Editor:

1. Requests, gathers, and edits information from Board members, committee chairs, and event coordinators to include in each month's newsletter.
2. Ensures that all newsletter submissions include clear descriptions, contact info, deadlines, and costs, as appropriate.
3. Cuts and pastes all newsletter submissions into the newsletter template.
4. Works with a local printer to print the newsletter so it is available for distribution at each month's luncheon.
5. Works with the IWCNE webmaster to post a link to the newsletter on the IWCNE website.
6. Sends a weekly email to all IWCNE membership covering upcoming club events, contact information, deadlines, and any other pertinent information. Attaches the current newsletter to this email to ensure all members receive a copy.
7. Attends Executive Board meetings and gives the Newsletter Report.