NEWSLETTER EDITOR
Off Board Position
Revised October 2018

Term: 1 year as appointed by MQ Board of Directors.

Prerequisite: Must be an MQ Member in good standing. Excellent computer skills and access to a computer, internet, email access, knowledge of MS Publisher preferred.

Inventory: Bylaws and operating procedures, expendable computer supplies (purchased specifically for MQ), copy of MS Publisher.

Report to: Communication Directors

Description: Produce the monthly newsletter using the articles sent by Directors, Committee Coordinators, photographers, members and other writers.

Time required: Approximately 20 hours per month.

Meetings required to attend: Unless requested, none are necessary.

Budget: $0

PRINCIPAL FUNCTIONS AND RESPONSIBILITIES:

- Coordinate and report to Communication Directors.
- Receive files and inventory supplies from Communications Director and prior Newsletter Editor at September Board turnover meeting. Arrange additional time prior to assuming position to learn the position requirements and procedures.
- Attend MQ Board meetings if requested.
- Attend the MQ monthly meetings if desired. You may need to make a request, in advance of the meeting, for someone to prepare to write an article about a meeting.
- Establish and enforce deadline for articles/information to be included in newsletter. Create the deadline in relation to the meeting dates, such as the Tuesday after the Saturday meeting. Publish the deadline in the newsletter for Board members, contributors, advertisers and members to submit articles. Advise Communications Director and/or President of any problems in receiving required information from regular contributors.
- Receive articles, notices, advertising from the MQ office, stories, interviews poems, cartoons, patterns, etc., from members and other sources for inclusion in newsletter. Always keep copyright permission in mind.
- Receive regular monthly notices and meeting information from Board and Committee members.
- Treasurer is to send financial information on a quarterly basis – for the March, June, September and December issues.
- Edit articles and resize photos as necessary and set up each page of the newsletter. Submit draft version of the newsletter to Board members for proofreading and approval. Make necessary corrections.
- Send final copy electronically to MQ office for staff to print the mailed copies and create the link for members to view online. The newsletter should be in the hands of the members at least one (1) week prior to the regular meeting date.
- Webmaster takes link off of server and after the meetings adds it to the website.
- Respond to phone calls and emails from members and others in a timely and professional manner. Refer advertisers to the Office Administrator and Bookkeeper for rates and payments. Run ads after having been advised of payment and having received printable art.
- Work to upgrade format of newsletter on a continuing basis.
- Assist the Communications Directors, if necessary, in preparing and submitting the year-end position report to be presented at the August Board meetings (outgoing position). This will be used for the Annual Report.
- Read and sign the contracts for the Volunteer Agreement and Conflict of Interest. Turn in signed parts of contract to Office Administrator.
- Use the editor@mnquilt.org email.