



Newsletter Editor & Publisher Position Descriptions

Basics

- Selection Process: Elected
- Executive Committee? Yes
- Voting Rights? Yes
- Estimated Time Commitment: 10 hours/month
- Core Responsibilities: Newsletter
- Administrative Emails: newsletter@dcpbk.org (Editor), newsletter2@dcpbk.org (Publisher)

Responsibilities:

Abide by the [Board Member Code of Conduct](#)

Newsletter Editor

- Monitor inbox for administrative email, respond to queries in a timely manner (ideally 1 week or less)
- Coordinate with Secretary to continually maintain up to date board member information in newsletter
- Coordinate with Social Media Chair to ensure up to date Social Media widgets in newsletter
- Strictly follow newsletter schedule to ensure publication **on or before the 15th of each month**
- Coordinate monthly editing of newsletter over GoogleDocs/GoogleDrive with fellow board members with monthly inputs (below) – **follow up a few days before deadlines** if members have yet to contribute (if necessary, request support from President with engaging non-responsive members):
 - Book Club
 - Language Groups
 - YP Network
 - Mentorship Network
 - Events (VPME)
 - C&C (Membership)
 - Volunteer Opportunities (President)



Newsletter Editor & Publisher Position Descriptions

- Proofread, Double & Triple-check to ensure:
 - Formatting is consistent (headings match with same font size & color)
 - Board Member contact information contains administrative emails (**no personal contact details**)
 - Board member listing reflects current board composition, alma maters and induction years are accurate
 - There are no misspellings or typos
 - All information is factually accurate
 - Copy provided by board members matches current version of newsletter (do not alter without prior approval)
 - Instructions provided to membership are clear and make sense (no vague directives, e.g. volunteers should know exactly how and where to apply for board positions)
 - All information is up to date (e.g. March Newsletter does not say February, etc.)

Newsletter Publisher

- Strictly follow newsletter schedule to ensure publication **on or before the 15th of each month**
- Coordinate monthly publishing of newsletter on website and over email with Newsletter Editor – **follow up a few days before deadlines** if editor has not sent final draft (if necessary, request support from President with engaging non-responsive editor):
- Carefully proofread copy sent by newsletter editor (ask questions if necessary) to ensure:
 - Formatting is consistent (headings match with same font size & color)
 - Board Member contact information contains administrative emails (**no personal contact details**)
 - Board member listing reflects current board composition, alma maters and induction years are accurate
 - There are no misspellings or typos



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- All information is up to date (e.g. March Newsletter does not say February, etc.)
- Send copy to president for final review (**allow 48 hours** before publishing)
- After president's approval (or 48 hours), upload to the website and publish over email through Constant Contact
 - Update the link to the newsletters on the website, and other content as needed
 - Download current list of "Members" from MembershipWorks as recipients
 - Upload list to Constant Contact, rename the email and adjust the subject line as needed, then send as email blast
 - Ensure all details within Constant Contact are correct and up-to-date (from/reply emails, DCPBK details, no typos/misspellings, etc.)