



Newsletter Editor Position Description

Basics

- Selection Process: Appointed
- Executive Committee? No
- Voting Rights? No
- Estimated Time Commitment: 5 hours/month
- Core Responsibilities: Newsletter
- Administrative Email: newsletter@dcpbk.org

Responsibilities:

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

Schedule

- 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 and enforce [newsletter schedule](#) deadlines to ensure publication **on the 1st 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 news and events (Book Club Chair)
 - Language Group news and events (Language Group Chairs)
 - Young Professionals (YP) Network news and events (YP Network Chair)
 - Mentorship Network news and events (Mentorship Network Chair)
 - Annual events, general events, and membership news (Vice President of Member Experience)
 - Coffee and Conversation Program events and news (Membership & Outreach Chair)
 - Volunteer Opportunities (President & Secretary)



Newsletter Editor Position Description

Draft, Revise, Edit, Proofread, Double & Triple-check

- Copy last month's final draft as a template from which to draft this month's newsletter.
- Per [newsletter schedule](#), prepare the first draft then comment and assign tasks to all aforementioned contributors to request needed inputs ahead of the deadline.
- After inputs have been delivered, conduct 1st proofread per schedule 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.)
- Upon completion of 1st proofread, request presidential review (if no response within 48 hours, move on to final proofread).
- Conduct final proofread then send to publisher per schedule deadline to approve for publishing.