

NEWSLETTER EDITOR

DESCRIPTION:

The WOW Newsletter is sent out once a month with all current guild activities including upcoming programs, meeting minutes, web links to guild information and list of board members with phone numbers and email addresses.

REQUIREMENTS FOR NEWSLETTER EDITOR:

- Computer skills in word processing/publishing
- Digital photography experience

RESPONSIBILITIES:

The Newsletter Editor is responsible for the following:

- Take photos of Show & Share and other highlights at monthly guild meetings, for inclusion in the newsletter. May also be uploaded to the WOW Website.
- Send a reminder after the monthly guild meeting to collect newsletter content from board members & committee chairs by the end of each month.
- Prepare newsletter with articles and photos. Newsletter is currently created in MS WORD or PAGES for Macs. Could also be done in a publishing software of your choice.
- Newsletter is distributed by the 10th of every month
- Send newsletter to Web Mistress to post on the WOW web site
- Distribute the newsletter via email for majority of WOW members
 - Use Gmail account: womenofthewest.news@gmail.com
 - A distlist of our current members is maintained there
 - Account password is provided by outgoing editor
- Mail paper copies to members unable to access the web.
 - Print copies back to back in black & white
 - Fold collated copies in half; seal with mailing dots on the 3 open edges
 - Mail with one 1st class stamp
 - Print one or two copies of the newsletter and drop at membership table before each guild meeting for new members or guests
- Help maintain WOW's membership distlist on Gmail in conjunction with Membership chair
- Submit a WOW expense form with receipts to the guild treasurer for all expenses incurred for postage or printing
- Attend all Executive and monthly guild meetings if possible.