

FAN JOB DESCRIPTION

Newsletter Editor

Publishes FAN newsletter to inform members of upcoming events, updates on group activities and life events of interest to the general membership. Using Publisher software, creates a consistent and appealing format for presenting information.

- Solicits articles and photos from board members and activity group leaders
 - Includes information about meeting location and program
 - Includes information about upcoming events; e.g., luncheons, socials, bus trips, etc.
 - Keeps members apprised of what activity groups have been doing and what is planned for upcoming month
 - Ensures accuracy of information submitted
- Publishes newsletter
 - Requests Web Manager upload to website
 - Advises members when new **FANfare** is available for viewing on website
 - Sends newsletter via USPS to those not able to access on website
- Provides copies of newsletter to Membership VP for guests and new members attending General Meetings

Timeline / Significant Milestones

Monthly

- Sends reminder that articles are due by Friday prior to Board Meeting
- Board members review draft at Board Meeting on third Tuesday
- Finalize newsletter at least one week prior to General Meeting
- Email document to Web Manager to upload to website
- Email link to all members along with update to member contact information received from 2nd VP Membership
- Email photos used in newsletter to Web Manager (to consider for addition to website and Facebook album)