

# **MNC-PAUMCS Job Description**

## **PUBLICITY/NEWSLETTER EDITOR:**

The Publicity/Newsletter Editor shall:

- be a member of the Executive Committee;
- prepare, edit, and publish a quarterly chapter newsletter on a timely schedule;
- keep costs at a minimum, maintaining good quality;
- work with Retreat Committee and Annual Meeting Committee for publicity coverage;
- submit articles of chapter/national events to the Annual Conference and the district offices as recommended by the Executive Committee;
- submit information and/or updates for the PAUMCS page of the Minnesota Conference website to the Conference Communications office;
- submit articles of chapter events to the national PAUMCS newsletter editor as appropriate;
- submit a written report, as requested, at the Annual Meeting.

## **NEWSLETTER GUIDELINES:**

- The work shall be of professional quality (grammatically correct, organized, neat, easy to read, and informative);
- The newsletter will cover news and updates of the chapter and national organization;
- The President will have an article/report printed in the newsletter at least once during the year;
- The Membership Secretary will have names, addresses, and phone numbers of new members printed in the newsletter in the issue immediately following their joining;
- The Membership Secretary will have membership forms and information printed in the newsletter at least once during the year promoting membership.