

## **DUTIES OF NEWSLETTER EDITOR**

1. Attend General, Executive, and AGM Meetings. Give a report when required.
2. Publish the newsletter six times per annum.
3. Gather articles, photographs, tips, show and tell notes, etc. from members for inclusion in the newsletter.
4. Edit the newsletter including a list of executive members, committee members, the president's message and the upcoming programs.
5. Set the deadline for submissions to the newsletter.
6. Have volunteers proofread before finalizing that edition.
7. Send newsletter for printing for non-online version.
8. Have distribution volunteer mail it to members not on email.
9. Email newsletter to members via the club's website email service.
10. Maintain current file of executive and newsletter contributors, as well as names of photographers so that credit can be given where time and space allow.
11. Maintain informational binder and pass it on to the successor.

Revised July 2017

South Surrey Garden Club