

# **Newsletter Editor**

**Position Summary:**

The Newsletter Editor reports to the VP for Marketing and Communications and is responsible for planning, organizing, editing, publishing, and distributing the chapter’s monthly newsletter.

**Term:** One year; appointed by the VP for Marketing and Communications; position can be renewed or changed, as necessary, at the discretion of the Chapter Board

**Time Commitment:** 8-9 hours a month

Estimated Time Requirements per month:

* Attend Marketing and Communications Committee meetings: 1 hour
* Write, organize, edit, and publish the chapter’s monthly newsletter: 7-8 hours

**Responsibilities:**

* Create, proof, and publish the chapter’s monthly newsletter.
* Post final version to the chapter’s website.
* Distribute newsletter to all contacts through email blast.
* Act as point of contact and liaison for newsletter communications.
* Attend Marketing and Communications Committee meetings on a monthly basis.
* Provide updates to the VP for Marketing and Communications to report to the Chapter Board

The positions that the Newsletter Editor is supported by:

* Vice President for Marketing and Communications
* Webmaster
* Social Media Manager

**Qualifications:**

* Intermediate to advanced skills in online newsletter creation and willingness to learn basic Wild Apricot web platform skills.
* Skilled in written and verbal communication, personal interaction and problem solving.
* Intermediate to advanced knowledge of graphics editing.
* Ability to plan, organize and execute activities as required by the position.
* Attention to detail focused on editing and proofing.
* Ability to complete projects within established timeframes.
* Member in good standing of the local chapter

**ATD Resources:**

[Chapter Coach](http://www.astd.org/membership/ChapterLeadership/ChapterServicesDepartment/)

[National Advisors for Chapters (NAC)](http://www.astd.org/membership/ChapterLeadership/ChapterCommittees/National+Advisors+for+Chapters-NAC.htm)

[Chapter Affiliation Requirements (CARE)](http://www.td.org/Members/Chapters/Chapter-Leader-Community/Chapter-Administration)

[Sharing Our Success (SOS)](http://www.astd.org/membership/ChapterLeadership/ChapterRecognitionPrograms/sharingOurSuccess.htm)

[Chapter Leader Community (CLC)](http://www.astd.org/membership/ChapterLeadership/ChapterRecognitionPrograms/sharingOurSuccess.htm)

[Leadership Connection Newsletter](http://www.astd.org/membership/resourcesForChapterLeaders/ChapterLeadership/Resources/LCN.htm) (LCN)

[Toolkits](http://www.astd.org/membership/ChapterLeadership/Resources/Toolkits/)

[ATD Leadership Institute (ALI)](http://www.astd.org/membership/ChapterLeadership/LeadershipDevelopmentPrograms/ASTD+Leadership+Institute+%28ALI%29.htm)