

Newcomers Welcome Club of Lake Oswego
Position Description (Rev Jan 2022)

Title: NEWSLETTER PUBLISHER

Director - Elected Officer, Voting Board Member Term: 2 years Annual Budget: \$ 2,500.00

PREREQUISITE: Be familiar with Microsoft Word or Microsoft Publisher, a photo editing package such as Windows Photo Gallery, and a graphics editor such as Windows Paint.

DUTIES:

- **Create a paper and electronic newsletter monthly**, except for July and August.
- **Create the newsletter** with the contributed articles. Complete the newsletter with editing articles as needed, adding artwork/clipart, changing fonts, adding filler stories/quotes/trivia.
- **Send a draft copy to the proofreaders and the President.** Make corrections.
- **Save the newsletter master Publisher (.pub) and an Adobe (.pdf) files** for historical purposes.
- **Create an electronic version of the newsletter** by adding color to article titles, borders, and extra pages of photos if needed.
- **Save the electronic newsletter master Publisher (.pub) and an Adobe (.pdf) files.**
- **Send newsletter files for distribution:**
 - Send the Adobe (.pdf) newsletter file to the printer with printing instructions.
 - Send the Adobe (.pdf) electronic newsletter file to the E-Blast Coordinator for distribution to the members.
- **Maintain the email address :** nwc.lowl.newsletter@gmail.com
- **Attend monthly Board meetings, Meet and Greet Coffees and Luncheons.** Be prepared to give an update at meetings. If you are unable to attend a Board meeting, mail, phone, or email your monthly report to the President prior to the monthly meeting.
- **Send a newsletter deadline reminder message** to all Board members, Activity Chairpersons, and other contributors a week before the deadline.
- **File a copy of the printed newsletter in the 3-ring binder.**
- **Complete a "Position Report" at the end of your term.** Make two copies of completed form and distribute one to the President-Elect and one to your successor to be put into the Newsletter Publisher position notebook for future reference.
- **Attend Joint Board Meeting (June),** review your position's duties with your successor.

- Pass on all NWC materials pertaining to this position including Binders of archived newsletters,
- Newsletter Publisher position notebook materials.
- Electronic copies of past newsletters.

Resource guides

How-to-create-our-newsletter instruction guide