Uplift Community Alliance®

NEWSLETTER EDITOR
JOB DESCRIPTION

Position Summary

The Newsletter Editor oversees Uplift Community Alliance's newsletters that inform and educate members about the organization, its events and activities.

General Responsibilities

- Comply with the committee's Policies.
- Appoint committee members.
- Conduct committee meetings as needed.
- Be a voting member of the Member Services Committee, attend meetings and submit reports to the Third Vice President, Member Services.
- Manage the committee budget, approve and submit invoices and vouchers to the Third Vice President, Member Services.
- Maintain a committee procedure book and/or electronic records file.
- Submit a proposed budget for the succeeding year as directed by the Third Vice President, Member Services.
- Prepare and submit a year-end report as directed by the Third Vice President, Member Services.
- Submit any job description and/or policy changes to the Bylaws Chair.

Specific Chair Position Responsibilities

1. Select and direct newsletter content editors and writers (informally known as "Newsies") to produce periodic informative and new member newsletters.

2. Oversee the editorial content, layout, design and other facets of the newsletter production following Newsletter Policies.

3. Comply with Social Media Policy guidelines.

4. Coordinate assembly of newsletters with contractors and monitor billing.

5. Establish and manage a schedule/calendar for articles, photos.

6. Honor members' Consent Regarding Photograph preferences on file.

Competencies

Microsoft Word
Digital and electronic communication
Master Data File proficiency