

# **NEWSLETTER EDITOR TCNC JOB DESCRIPTION**

1. **Not a Board Position:** The Newsletter Director is not a TCNC Board position, and is not required to attend Board meetings.

2. **Create:** Editor will put together a newsletter each month to be sent to all TCNC members and new or prospective members as directed by the President or Vice President. Time valued information requires the newsletter be sent between the 20th and 22nd of each month as of this writing. This timing may be changed by vote of the board. Newsletter shall follow these guidelines:

- Contains information prepared and sent by Board members and/or chairpersons of upcoming events.
  - Editor will send an email every month to all members reminding them of the submission deadline dates for that month.
  - Articles should be copy-ready and sent via email to the Editor. It is the responsibility of the person submitting the article to have the factual information correct, including spellings, email addresses, phone numbers and dates.
  - Articles should be supplied in a timely manner by the date set by the Editor in order to comply with deadlines.
  - Editor has the authority, with approval from the president, to leave out past information if the person in charge has not complied with the above.
- Contains ongoing information such as dates for regular activities.
- Contains graphics as supplied or clip-art commensurate with the Editor's ability.
- Newsletter should be in Word (.doc) format as well as Adobe (.pdf) format, and sent both ways for the convenience of the members.
- Information in the TCNC Newsletter is strictly limited to TCNC events, news and announcements. All other articles not pertaining directly to the club's interests will be returned to the author.

3. **Distribute:**

- Distribution will be via email for those members that supply an email address.
- Newsletter will be photocopied and mailed USPS, First Class, to those members that do not have email or who request a paper copy.
- A paper copy shall be kept each month by the Editor and returned to the president in bulk at the end of the term.

4. **Term:** Shall be for one calendar year but may continue on for additional terms with approval the President.