

# AAUW Port Townsend Newsletter Job Description

**Update May 2021**

JOB: Newsletter Team – co-editors and proofreaders

JOB TYPE: Online computer template editing and layout and photo/image editing

NOT A VOTING MEMBER OF BOARD: Reports up to Board via Communications Director who leads team.

DURATION OF SERVICE: Not limited, preferably 2 years

## RESPONSIBILITIES AND TASKS

- Publish the branch's monthly Focus newsletter
  - Monitor and compile content received from [focus@aauwpt.org](mailto:focus@aauwpt.org)
  - Insert submitted calendar from the Calendar Editor into the newsletter
  - Layout articles submitted into the newsletter template
  - Select digital photos to include and edit as needed
  - Submit preview of Focus to the proofreaders
  - Submit newsletter to branch co-presidents for final review before publishing
  - Publish the newsletter to members via Constant Contact most current email list
- Produce PDF version of monthly newsletter for [webmistress@aauwpt.org](mailto:webmistress@aauwpt.org)

### Proofreaders:

- Proofread, edit, and shorten articles before publication in the newsletter
- The deadline for articles is the Monday after the branch meeting
- Editors may receive articles from the layout or directly from the email account
- Email back the edit corrections on or before the 29th of each month

## SIGNIFICANT CALENDAR MILESTONES:

- There are 10 issues of Focus: September-May; the May summer issue covers June, July and August.
- Focus to be published prior to the beginning of the month that it covers.
- The official deadline for submitting articles is on Monday, two days after the branch meeting.
- The deadline for submitting calendar entries to the Calendar Editor is the 15<sup>th</sup> of each month.

## TURNOVER:

- Incorporate Year-End Report recommendations that relate to this position into job description.
- Forward electronic copy of any documents that will be useful templates for this position to your replacement.
- Train your replacement by July 1.