



Newsletter Editor

Section Volunteer Position Description

General Description

Ensure that section members receive an informative newsletter on a consistent and timely basis by coordinating the content, publication, and mailing of the section newsletter in a manner consistent with the member's preferences for communication.

Term

One year. July 1 to June 30.

Specific Duties and Responsibilities

- Work with Section Executive Committee to set goals/metrics to support the Section's management process as they relate to the section newsletter.
- Communicate/report to the Section Executive Committee activities performed, status of performance against goals/metric set, etc. for the section newsletter.
- Establish goals and objectives for the section newsletter, including providing the newsletter in a variety of formats to accommodate member preferences for receiving information from their section.
- Prepare and submit budget for newsletter to section Treasurer.
- Establish and adhere to a publication calendar for the section newsletter and share this information with other volunteers who will need to submit content throughout the year.
- Coordinate printing and mailing. Be knowledgeable of bulk mail postage options for the section and allow sufficient delivery time for each newsletter to ensure content is always timely.
- Seek regular contributors and develop reliable sources of information to include in each issue.
- Design, layout, and edit each newsletter, adhering to ASQ logo guidelines.
- Ensure that the current membership list is used for each mailing and filter the data according to member preferences for communication.
- Attend section executive committee meetings and regular membership meetings.
- Uphold ASQ and section bylaws and policies & procedures.

Qualifications

- Must be an ASQ member in good standing.
- Preferably will have been a participant in section committee activities.
- Should be creative and possess excellent communication skills.
- Newsletter layout and design experience is helpful.
- Access to a computer and applicable software is essential.

Time Commitment

Approximately 3 – 4 hours per month (outside of section and executive committee meetings).

Related Documents

Information provided is to be used as a guide for developing section position descriptions. When revising position descriptions, sections are expected to comply with any bylaws or policy and procedure requirements stated.

Rev. 03/03

- SOG-7 eGuidelines, which includes Policy and Procedure G7 – Member Information Disclosure and Use <http://asqgroups.asq.org/SectionVolunteerCommunity/Section%20Operating%20Guidelines/Forms/SOG7.htm>
- ASQ logos and Logo Guidelines <http://asqgroups.asq.org/SectionVolunteerCommunity/Tools%20and%20Templates/Forms/ASQ%20Logos.htm>
- Bulk Mail Information <http://asqgroups.asq.org/SectionVolunteerCommunity/Financial/Forms/Bulk%20Mailing%20%20Postage.htm>
- **Newsletter Editors Guide** <http://asqgroups.asq.org/SectionVolunteerCommunity/Tools%20and%20Templates/newsletter%20editor%27s%20guide.pdf>