



# Section Newsletter Editor

## Member Leader Position Description

### Term

One year: January 1 to December 31.

### Specific Duties and Responsibilities

- Work with leadership committee to set goals/metrics to support the management process as they relate to the newsletter.
- Communicate/report to the leadership committee activities performed, status of performance against goals/metric set, etc. for the newsletter.
- Establish goals and objectives for the 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 treasurer.
- Establish and adhere to a publication calendar for the 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, 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.
- Attend leadership committee meetings and regular membership meetings.
- Uphold society bylaws, and policies and procedures.

### Qualifications

- Must be an ASQ member in good standing.
- Preferably will have been a participant in leadership 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 three to four hours per month (outside of leadership committee and membership meetings).