

UUCWI Newsletter Editor Role Description

Approved by Board of Trustees on March 14, 2005

Purpose of Position: To publish a monthly congregational newsletter including the calendar of events.

Nature of Position: This is a standing, unpaid position within the Communications Committee.

Key Responsibility Areas:

- Gather input relating to services, church events, members, and committees.
- Communicate event and meeting information with the webmaster to be sure the calendar is up to date.
- Edit submissions as needed to be concise, grammatically correct, and relevant.
- Check facts and resolve ambiguities as needed.
- Compile newsletter submissions into an attractive newsletter for distribution the last Sunday of each month.
- Create a Portable Document Format (PDF) file that can be shared with the printer for paper copies. Send the PDF document to congregants who wish to receive an electronic version. After removing last names, phone numbers, and addresses of members from the newsletter, send a PDF to the webmaster for posting on the congregation's website.
- Communicate as needed with the Church Coordinator to keep distribution lists up to date.
- Assist the Church Coordinator as needed with printing and mailing paper copies.
- Serve on the Communications Committee.
- When leaving the position, provide information and assistance to a new newsletter editor to ease the transition.

Knowledge & Skills Required:

- highly developed organizational and interpersonal skills
- excellent written language skills
- ability to meet deadlines and respond to requests in a timely manner

Selected by: Board of Trustees

Supervised by: Communications Committee Chair (or Board President if the committee chair is not able to supervise)

Current Staffing: Nancy Snow