



NEWSLETTER EDITOR

JOB DESCRIPTION

- I. Editor is responsible for the creation of a periodic newsletter.
- II. Editor is responsible for solicitation of all articles from all BAGS members and nonmembers. Officers and Committee Chairs are encouraged to submit articles and text towards each issue, in addition to member and nonmember voluntary contributions of articles. All articles are due according to the agreed upon time template, as is the completion, publication, and distribution of each issue. Any copied articles must have permission by the time the article is emailed to the Newsletter Editor. This will be done by the sender of the article and verified by the Editor before publication.
- III. Editor is responsible for maintaining editorial standards and content of newsletter articles, to the highest degree possible.
- IV. Editor is responsible for preparing an annual budget recommendation for the newsletter.
- V. Monthly duties:
 - A. Editor collects, reviews, proofreads, and provides corrections of all text and articles. Editor may enlist the help of other members in this task.
 - B. Once newsletter is finalized, Editor sends a PDF version to the Email Coordinator for distribution to members using the BAGS Announcement distribution list.
- VI. E-mail communication exclusively through BAGS e-mail address newsletter@txbayareagen.org.
- VII. Attend a majority of the board meetings.