West Hartford Garden Club

Duties of the Newsletter Editor

This is a two year commitment

1) Attend each Board meeting or notify President if unable to attend.

2) If you would like to have a committee, work with the membership chairperson to form your committee. After contacting and confirming all your committee members, give the completed list to the membership chairperson to send to the Yearbook Editor by her deadline. If appropriate, hold an organizational meeting during the summer in preparation for the August newsletter.

3) The Newsletter is printed three times during the year: August, January and May. The annual budget is included and mailed with the May issue one month before the annual meeting. The invitation to the June luncheon is often included with the May newsletter.

   a) Edit, compile, write articles, prepare the copy for the printers, collate and distribute the Newsletter. The Newsletter is now electronic.
   b) Prepare or make arrangements for a hard copy for members not on the e-mail list plus a few extra copies.
   c) Ask committee chairpersons and members to submit articles of general interest, such as horticulture, flower arranging, projects, or other ideas. These can be in the form of short articles or a one or two sentence "helpful hint" or idea. Include photos (new members, events, flower arrangements, etc.) as space allows.
   d) E-mail newsletter to those with e-mail and mail paper copies to those who do not have e-mail.
   e) Address labels are available from the Communications chairperson for those members without email. Keep a separate up-to-date e-mail list or forward Newsletter to Communications chairperson for her to distribute to all members.

4) Keep track of all expenditures. Use Sales Tax Exempt Permit whenever possible. Use Treasurer's Expense Voucher when requesting reimbursement.

5) Prepare the Annual Report Form at the end of the year. One copy is to be filed with your committee records and one copy is to be given to the president for her files.

6) At the termination of office, give, all books, records, and papers belonging to the Club to your successor within two weeks.

January 2014