

**Greenville Woodworkers Guild, Inc.**  
**Position Description**

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**Title:** Newsletter Editor

PDE No.: 4  
Revision: 2  
Date Adopted: Aug 13, 2012  
Resolution: 2012-33

**General Responsibilities:**

The Newsletter Editor is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild), for making and mailing (including by e-mail) a monthly newsletter to each member. The newsletter serves as a primary communication vehicle to provide Guild members with information about the activities of the Guild.

**Authorization:**

The Newsletter Editor is appointed by the Vice President, Communications and serves at the pleasure of the Vice President, Communications. He/she is bound by the Bylaws and the policies and budgets adopted by the Board of Directors and shall act consistently with such policies and budgets. The Newsletter Editor may appoint such assistants as may be necessary to assist in publishing the monthly newsletter. Any such assistants serve at the pleasure of the Newsletter Editor.

**Specific Duties and Responsibilities:**

- Maintain an up-to-date postal mailing list containing members without email addresses, honorary members, and associate members.
- Gather information to be included in the newsletter from Guild Officers and Committee Chairman.
- Insure that the newsletter contains the following minimum information: (1) a summary of the last membership meeting program, (2) the location, date and time of the next meeting; (3) any messages from the Board of Directors; (4) any notices to the membership that are required by the Bylaws and/or Policies of the Guild; (5) summary of any issues to be presented to the membership for a vote; and (6) any other information that the Newsletter Chairman considers pertinent to the general welfare and interest of the members.
- Perform all duties incidental to the office of Newsletter Editor and such other duties assigned to such office by the Vice President, Communications, the President or the Board of Directors.