



# EDITOR POSITION OVERVIEW

The Editor shall submit articles for the regional newsletter, and Up the Hill publications. She shall see that the community is made aware of the chapters' events by distribution of a press release to all news media (newspaper, radio and television).

# ROLES & RESPONSIBILITIES

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Chapter Editors have a role in drafting and/or editing the following types of content:

Chapter announcements and invitations

Chapter history

Materials for monthly membership meetings

Documents/letters submitted to media outlets and organizations

Chapter newsletter and/or scrapbook

Social media posts

Up The Hill articles

Regional publication articles

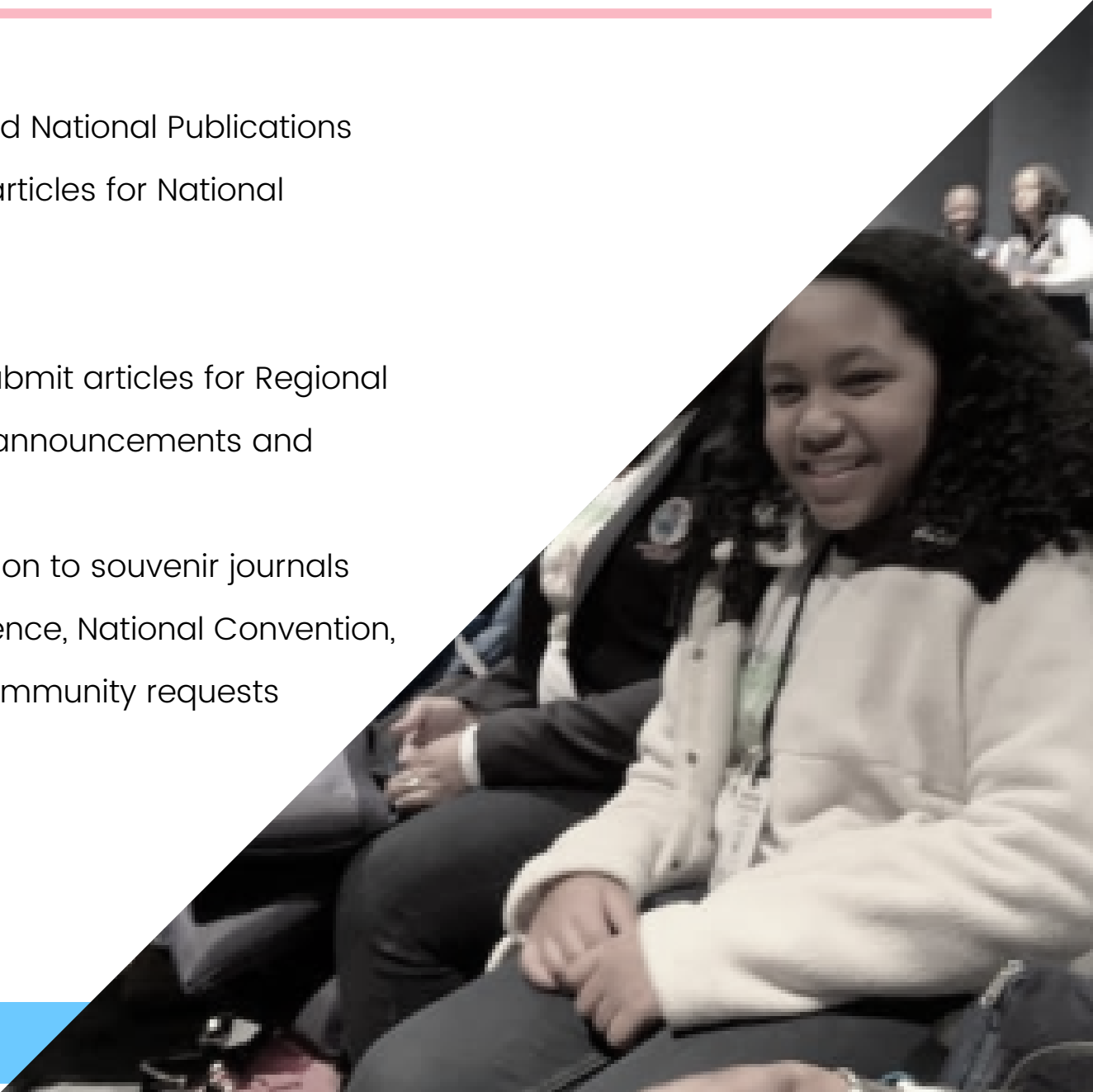
Award submissions



# ROLES & RESPONSIBILITIES

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- Prepare Materials for Regional and National Publications
- Write, proofread, and/or submit articles for National publications:
- Up The Hill submissions
- Solicit, write, proofread, and/or submit articles for Regional publications as well as Regional announcements and newsletters.
- Prepare chapter ads for submission to souvenir journals (Area Workday, Regional Conference, National Convention, Teen Conference) or for other community requests



# ROLES & RESPONSIBILITIES

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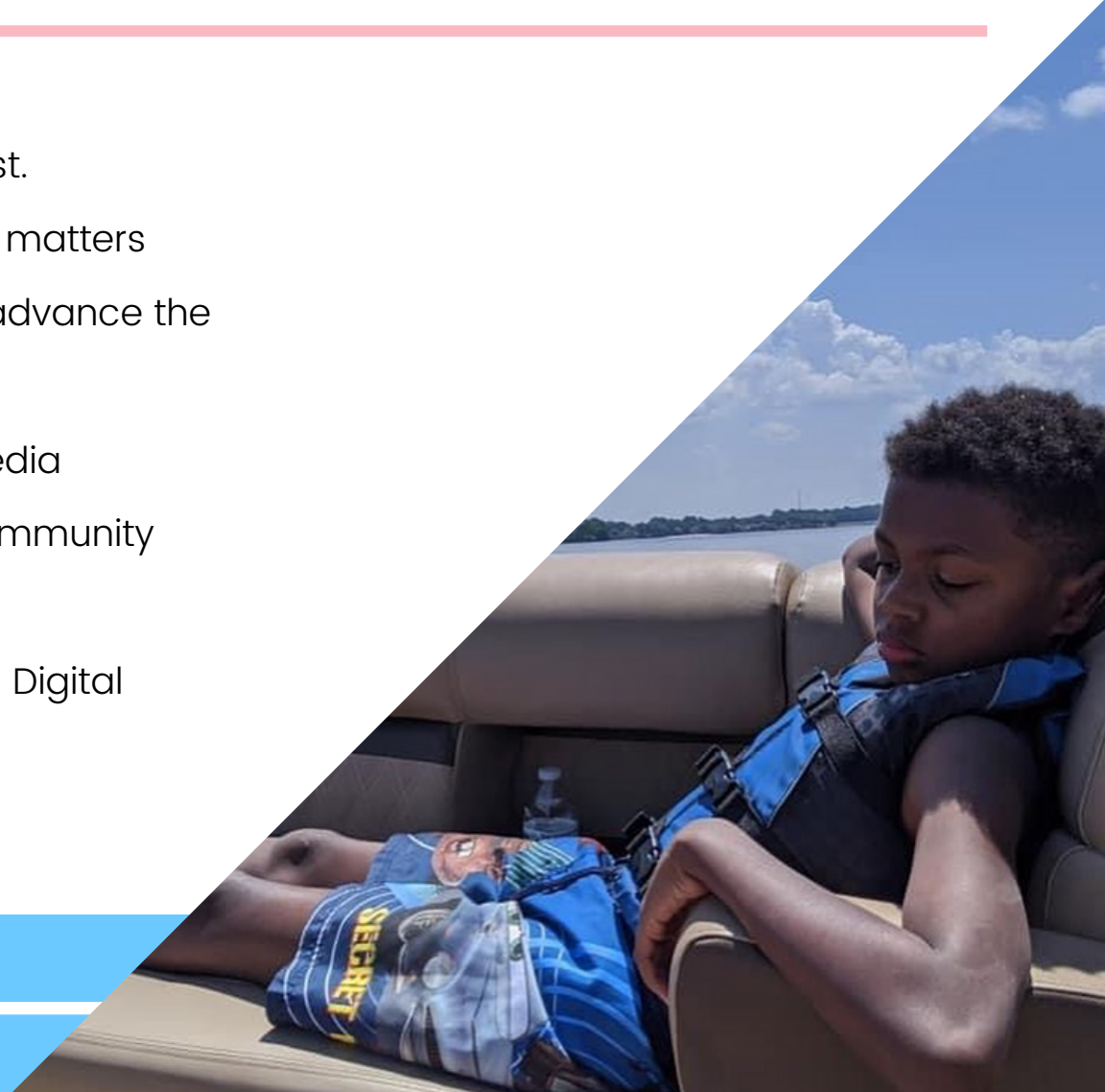
Publicize Activities of the Chapter

Create and maintain a local media contact list.

Write media alerts and press releases for any matters that will be of interest to the community and advance the mission of the organization.

Create and post content to chapter social media accounts (e.g., chapter accomplishments, community service).

Establish/maintain chapter website—consider Digital Cheetah when available.



# ROLES & RESPONSIBILITIES

- Participate in transition meetings with the outgoing

Editor: June

- Confirm publication timelines

• Up The Hill: January 15

• Regional Publications: Varies Depending on Region

- Prepare and/or conduct editorial review of award submissions for a Regional Conference or National

Convention: April-May

- Prepare souvenir journal ad(s) for a Regional Conference or National Convention: April-May

**WINSTON-SALEM CHAPTER**  
CONGRATULATES OUR  
GRADUATING SENIORS!



**EVAN ANDREWS**  
UNC-CHAPEL HILL



**MICAH EUSTACHE**  
WELLESLEY COLLEGE



**CHRISTOPHER JOINES**  
USMA WESTPOINT



**JUSTIN LEWIS**  
NC A&T UNIVERSITY



**MARCELLUS LITTLE**  
FORSYTH TECH/WSSU



**JONATHAN ROBINSON, III**  
NASCAR TECH INS.



**MERCEDES WILSON**  
HOLLINS UNIVERSITY



## **FACEBOOK**

FB posts are typically chapter highlights and reposts from the regional and nation social media pages. There is an official method for submission for age group events.



## **INSTAGRAM**

Like FB, IG posts are typically chapter highlights and reposts from the regional and nation social media pages. There is an official method for submission for age group events.

## **NEWSLETTERS**

Quarterly newsletters should recap chapter events, celebrations and updates from the regional and national boards.

# UP THE HILL 2021

JACK AND JILL OF AMERICA, INCORPORATED



## UP THE HILL

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Due January 15th annually via upload to Highspot

**SENIOR BIOS**

**MEMORIALS**

**ART CONTEST**

**FAMILY PAGES**

# SUBMISSIONS

## Social Media Posts

### Spotlights & Community

#### Events:

- Compose an email to [WSJEditor@gmail.com](mailto:WSJEditor@gmail.com)
- Send ONE email that includes the following:
  - *Subject Line: Event and Desired Post Date*
  - *Body of email: (COPY & PASTE READY!) Include a detailed description of the event, location and dates, if applicable*
  - *Pictures: Attach up to 10 photos for the event*
- Send email within 48 hours of the desired post date
- Please do not text content to editor committee

*Please note that the editor committee will submit only what's included in the email.*

*Thank you for your cooperation!*

## Social Media Posts

### Age Group Activities:

- Compose an email to [WSJEditor@gmail.com](mailto:WSJEditor@gmail.com)
- HOST MOMS should send ONE email that includes the following:
  - *Subject Line: Month-Age Group-Activity*
  - *Body of email: (COPY & PASTE READY!) Activity details that include a detailed description of the event, dates, location and host moms.*
  - *Pictures: Attach up to 10 photos for the event*
- Send email within 48 hours of the event
- Please do not text content to editor committee

*Please note that the editor committee will submit what's included in the email from host moms. Please forward pictures that you want included to your host mom for posting.*

*Thank you for your cooperation!*





# Winston Salem Chapter of Jack & Jill of America Inc. 2021-2022



Jennifer Joines  
President



Tomisha Gladman  
Mid Atlantic Regional Secretary



Andrea Bryant-Jenkins  
Vice President



Camille French  
Program Director



Amber Brooks  
Recording Secretary



Martine Silver  
Corresponding Secretary



Stacey Jones  
Treasurer



Timika Byrd  
Financial Secretary



Euricka Felipe  
Editor



Glynis Dobson  
Parliamentarian



Denisha Little  
Foundation Chair



Clio Austin



Deniece Barnett



Millicent Booker-Ford



Lakisha Boykin



Candice Brown



Chareba Buckhannon



Kami Chavis



Regina Craven



Kimberly Davis



Nancy  
Denizard-Thompson



Raquel Foriest



Kristy Farewell



Saleena Frazier



Fentress Gerald



Shon Lawson Gilmore



Kristen Hairston



Traci Hanes



Cheryl Hicks



Keish Hillard



Andrea Horton



Jerri Irby



Shirley Kelly



Kelley  
Kenner-Patridge



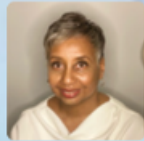
Eyanna Lessane



Regina Lewis



Katine Little



Warrenetta Mann



Shannon  
Meares-McCain



Davonia Michael



Kimbery Boyd-Moore



Portia Mount



Pamela Oliver



Mary Patterson



Reminence Penn



Sherri Pilson



Winnie Reaves



Cintasha Redmond



Malika Roman Isler



April Ruffin-Adams



Ashley Sanderlin



Janel Ingram Sharpe



Jamehl Shegog



Ulysesa Sweatt



Tiffany Tate

# THANK YOU