

WWN Policies and Procedures Manual
Section 21-1
Newsletter Editor
September 29, 2025 Rev 2

Duties, Policies and Procedures Pertaining To: Newsletter Editor

A. Duties

There shall be a Newsletter Editor who shall be responsible for:

1. Compiling and publishing a monthly Newsletter which should include, but not be limited to announcements, a summary of activities, list of new members, and a summary list of officers and committees, when space allows.
2. Maintaining an up-to-date Duties and Procedures Manual and updating all other documents pertaining to your position. Before you leave office turn over the Duties and Procedures Manual and the updated documents to your incoming replacement.

B. Procedures

1. Article Submission & Deadlines: The officers and committee heads, etc. submit articles to the Editor each month via email by the 15th of the month. The Editor then proceeds to edit these articles, as necessary, into the Newsletter footprint. The finished pages shall be converted to a Portable Data File (PDF) and sent to the Board for review before the BOD meet. All changes, additions or deletions to be submitted to the Newsletter Editor before or during the BOD meeting. The completed Newsletter will be distributed to WWN members after the BOD meeting.
2. Newsletter Composition: Currently the Newsletter generally consists of 6 to 8 single sided sheets of paper, not to exceed 8 pages. The front sheet, (Page 1) contains the masthead with the Month. It also contains the monthly messages from the President and the Vice President. Other articles on this page are based on item length and are at the discretion of the editor.
3. WWN Classified Ads and payment, are submitted by the person responsible for the ad, to the Treasure. Treasure to forward ad with an expiration date noted on ad to the Editor. Once the ad expires, ad will be removed from newsletter.
4. Newsletter Inputs: The Editor is encouraged to request that inputs be made in a standardized file format that is most convenient for efficient newsletter generation. This format selection will be at the discretion of the editor.
5. In March, April, and May newsletters ensure there is an article about dues that are due on June 1st.

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C. Policy

1. WWN self-publishes a monthly Newsletter, which is distributed via the WWN Website and is emailed to the general membership by the Newsletter Distribution Chairperson. The purpose of the Newsletter is: to keep members informed of dates, times, cost, etc. of Club activities for the upcoming month, and convey various messages from the President and Vice President. The Newsletter has a page for Club members to advertise their own goods & services. Recommendations and advertisements from non-members are not allowed. The Newsletter does not promote nor advertise anything of a political or religious nature, and thus reflects the WWN Constitution.
2. Expenses should be turned into the Treasurer using the expense Report with receipts attached.

NOTE: WWN Ad fees are based on cost of doing business at time Ad requested.

NOTE: Any WWN forms needed to comply with this document are available on the WWN website (wwnewcomers.org)

NOTE: The WWN BOD must approve any changes to this document. To change the document either submit your proposed written change(s) to the Policy and Procedure Chairperson, who will submit the written change(s) to the BOD, or you may submit the proposed written change(s) to the BOD.

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FLOW CHART FOR POSITION REQUIREMENTS

