

Newsletter Editor

Thank you for volunteering for the position of Newsletter Editor, and for accepting this very important responsibility for the club.

As you read through this, please remember that these are only guidelines and a report of what your predecessors have experienced. If you find something that you would rather modify, delegate or eliminate, please bring it up to the club at a meeting and see if a solution can be found. Always remember that at the end of your term, you will have the opportunity to modify these guidelines to reflect YOUR experience.

As Newsletter Editor, your primary duties are;

- Publish the Newsletter once a month
- Provide the Newsletter to members via email as close to the first of the month as possible
- Provide the Newsletter to the Webmaster of our Website
- Provide a calendar of activities and upcoming events.
- Keep a page displaying club advertisers or sponsors.

To get an idea of the format and length of the Newsletters, please review some of them located on the website.

Each month prior to a specified time you, you will receive the following articles from other members:

President's Message
Vice President's Message (if done)
Secretary's Minutes of the last meeting
Articles from members regarding recent trips and photos
Any other informational articles written by club members

You may want to supplement the above with various articles of your choosing. Should you ever need photos for the articles, contact the club photographer. Be sure to keep and up to date listing of sponsors and advertisers.

If you have any questions, please ask the prior newsletter editor or your E-boarder. Please remember that at the end of your term, you should provide any updates to this information to the outgoing president at least two weeks prior to the Year End Banquet so that they can update the president's book before giving it to the incoming set of officers.

Please always remember that your fellow club officers and volunteers are all volunteering their time. Each of us has a life and responsibilities outside of the club. Generally, each member will try their best to do what is right and best for the club. It is easy at times to become frustrated with a fellow member, but please consider the possibility that you may

have misinterpreted the incident. The best solution will always be to discuss the situation, privately. Please remember that everyone is here to have fun.

Again, Congratulations and Thank You!