
Palm Harbor Newcomers Club

NEWSLETTER EDITOR – GENERAL BOARD/BOARD OF DIRECTORS

Term of Office:

One year: June 1 to May 31.
May be appointed to any number of additional consecutive terms.

Purpose:

Produce a monthly newsletter to keep the PHNC membership informed and to provide an historical record.

Qualifications:

- Be a year-round area resident.
- Be computer literate.
- Be willing to serve and have adequate time to serve.
- Have the ability to meet deadlines.
- Have the ability to delegate.
- Have the ability to work collaboratively.
- Have the ability to serve with ethical standards and confidentiality and without conflict of interest.

Reports To:

PHNC Executive Board,
PHNC General Board and
General Membership

Principal Duties:

- Support the mission/vision/values/goals of PHNC.
- Be an enthusiastic internal and external ambassador for PHNC.
- Abide by the PHNC Bylaws.
- Serve as a member of the General Board and Board of Directors.
- Attend all Board of Directors and General Membership meetings and report, as appropriate, any and all plans, updates, actions taken or issues identified.
- If unable to attend a Board of Directors or General Membership meeting, notify the President and submit a brief report in writing at least three days prior to the meeting..
- Investigate and procure information about newsworthy and/or interesting Club activities, events and actions.
- Write articles and take photographs as necessary.
- Layout and design the newsletter in an appealing way, including regular features as space and interest allow. Regular features may include, but not be limited to, a president's column, a local event column, a coming event listing, a photo page of the previous month's luncheon program and a monthly calendar.
- Include up-to-date contact information for Executive Officers, Chairs/Co-Chairs and Coordinators in each issue.
- Include a basic website user guide in each issue.
- Include any and all announcements, reminders and other items requested by the Executive Board or Board of Directors.
- Along with the Vice President-Membership assure information on new Club members is included correctly.
- Along with the Vice President-General Meetings, assure all luncheon reservation information, including menu information, is included correctly.
- Along with the Activity Group Chair assure all monthly Activity Group information is included correctly.
- Along with the Special Events Chair assure all special event details are included correctly for at least three months prior to the event.
- Along with the Luncheon Program Chair assure information about the monthly luncheon program is included correctly.
- Along with the Hospitality Chair assure monthly birthdays and Sunshine correspondence are included correctly.
- As necessary, submit budget requests for the position.
- As necessary, submit check requests in a timely manner to the Treasurer.
- Delegate tasks as appropriate.
- Pass on materials, supplies and records and train successor. Materials should include a printed copies of each newsletter.