

AAUW COLORADO SPRINGS BRANCH – VOLUNTEER LEADER POSITION DESCRIPTION

Position: Newsletter Editor

Status: Appointed Board Assistant – 2 yr. term

Reports To: Communications Director

Executive Committee Oversight by: President

Board Voting Rights: No

Signature Authority: No

Date of Branch Board Approval of Volunteer Position Description: July 2020 updated 2021

Position Overview:

The Newsletter Editor produces and publishes the monthly branch newsletter and eBlast communications.

Responsibilities and Duties of Branch Position:

- Gather and receive input monthly for inclusion in the newsletter and for periodic eBlasts.
- Vet and edit input for applicability to the Branch, i.e. no advertising of other organizations' activities unless AAUW is a collaborator or otherwise approved by president or executive committee.
- Use electronic medium to draft and distribute newsletters and eBlasts. Currently, Mailchimp.
- Maintain the Branch email distribution list used for sending newsletters and eBlasts.
- Send draft newsletter for review by principal staff members and those designated by the president.
- Send final version of newsletter to membership. Those members, who have paid a mailing fee, will receive a printed copy by USPS. Newsletter Editor is responsible for the mailing. Names of paid subscriptions will be provided by the Treasurer.
- Maintain distribution member distribution list in Mailchimp. Changes to member status will be provided by the Treasurer.
- As requested, print and mail printed copies of official branch documentation to those members without email capability. i.e. ballots, budget documents, by-laws, charters, etc.
- Provide receipts for reimbursement to the Treasurer for materials used to produce and send out paper copies.
- Make decisions, along with the President and Communications Committee Chair concerning technical aspects, production, and distribution of the newsletter.
- Provide advice and counsel to Communications Committee on related matters and attend committee meetings.

Responsibilities to AAUW, AAUW National and AAUW State:

- Be familiar with and adhere to all AAUW National, State and Branch policies and bylaws.
- Be responsive to member concerns or questions related to branch newsletter.

Leadership Skills/Qualifications Helpful to the Position:

- Knowledge and experience with word processing (i.e. Word (tables), spreadsheet and presentation software (Excel, PowerPoint, MailChimp, etc.).
- Solid editing, writing and organizational skills are helpful to the position.
- Experience in planning, communications and marketing is helpful to the position.

Time Commitments:

- Approximate time required for this position is two to three hours per month with regular attendance at branch Communications Committee meetings (quarterly or semi-annual).
- Additional time as needed to support annual membership renewal processes and member database reconciliation.
- Attendance at monthly branch board meetings as needed.