

AAUW COLORADO SPRINGS BRANCH – VOLUNTEER LEADER POSITION DESCRIPTION

Position: Newsletter Editor

Status: Appointed– 2 yr. term, may be reappointed

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: March, 2025

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, Mailerlite.
- 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 and/or Membership Chair.
- Maintain member distribution list in Mailerlite. Changes to member status will be provided by the Treasurer or Membership VP.
- 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.
- Carryout changes involving newsletters as directed by National AAUW.

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.)
- Solid editing, writing and organizational skills.
- Familiarity with varying sizes, cropping, and improving the contrast of pictures.
- 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.