

SAS Newsletter Editor Job Description

Overview

The Sonoran Audubon Society Newsletter Editor publishes a newsletter once a month except for the months of June, July and August of each year. It is to be filled with information that will benefit the chapter membership and any others who read it. Here is some of the data that should be in the newsletter along with anything else that is deemed necessary:

- The front page will contain information on the program for the upcoming General Membership Meeting. A picture should be associated with the information.
- A look up index for the newsletter should also be on the front page.
- Information on what is happening in the chapter which may include board meeting synopsis, general membership meeting information and other pertinent data that the membership should know about.
- Sonoran Audubon Society Field Trip schedules along with a short synopsis.
- A page that shows contact information for officers, board members and committee chairpersons. This page should also inform people how to become a member of our chapter.
- The last page should contain a calendar indicating upcoming meetings.
- A financial statement should be included three times a year.
- The newsletter can also contain articles, letters and information submitted by members and friends of the Sonoran Audubon Society.
- The editor also can also create or submit articles of interest to be included in the newsletter.

Duties of the Editor:

- Create the newsletter using the publisher program and the criteria listed above. The newsletter shall be 6-10 pages in length.
- The editor can reject articles or newsletter input from members or readers if he/she feels they are inappropriate.
- Before publishing, the newsletter should be proofread by one or two people to insure correct spelling, punctuation and phrasing.
- Once the newsletter is finalized, it will be converted into PDF format for submission to the Website no later than the end of each month. At the same time, it will also be sent to the person responsible for seeing that enough copies are printed for distribution through the mail to those who have paid for this service as well as enough copies to be used for advertising purposes.