

Operations Worksheet 23 – Newsletter Editor
(Reviewed/Revised March 2013)

As a committee chairman, the Newsletter Editor attends the Chapter Executive Committee meetings, normally held on the first Monday of each month. The Newsletter Editor is responsible for preparing the monthly Chapter Newsletter, "Officers' Call," and is guided by the following:

1. Be familiar with the Chapter Bylaws, the Policy Book and MOAA newsletter guidelines in the "Council and Chapters Policies and Procedures Guide."
2. Maintain an editor/publisher relationship with the President.
3. Coordinate with the President, Secretary, Treasurer, Legislative Affairs Chair, and photographer, who regularly contribute to the monthly newsletter to ensure time lines for monthly input. Insert other items of interest to the membership and coordinate, as necessary, with the President on any unusual items or requests. Submit draft copy of the newsletter via email to the EC board for approval prior to printing.
4. Establish deadlines for input from contributors, who are primarily but not exclusively Executive Committee members.
5. Publish a newsletter as informative to the Chapter membership as possible, while competing for awards from MOAA, based on three issues submitted for judging (dates are announced by MOAA).
6. Maintain the following publishing schedule:
 - a. Accept submissions for the next issue from contributors up to noon of the Monday following the monthly luncheon meeting.
 - b. Prepare camera-ready copy from the submissions, proofread, and send the master issue to the printer prior to noon of the Friday following the luncheon meeting. Email a PDF file of the newsletter to printer prior to 28th of the month.
6. Mail the completed product.
 - a. Mailing is done by the printer who in turn, bills the chapter for printing and postage.
 - b. The printer maintains liaison with the Post Office concerning bulk mail requirements.
 - c. The printer requests a check from the Chapter Treasurer when the bulk mail authorization fee must be renewed and bills the chapter for printing and postage.