Newsletter Editor
Friends of Libraries Section

Term of office: appointed by Section President

Election cycle: this position is not an elected office

Duties and Responsibilities:

1. Attends all Executive Board meetings

2. Prepares and distributes an annual production calendar including target dates for copy due to editor, copy and layout editing, projected mail date for all newsletters, and general content plans. (Copy submission and mailing dates will be incorporated into the Administrative Calendar for the Section by the President)

3. Establishes guidelines for newsletter content submission which may include “style” requests

4. Presents a report at each Executive Board meeting updating the production calendar and content for each issue

5. Writes articles and/or invites guest authors to submit meaningful content for “Friends News and Notes,” the Friends of Libraries Section quarterly newsletter

6. Establishes a corps of “regional reporters” who will write about items of note in their locale

7. Requests copies of newsletters from Friends of Libraries groups to review for possible articles to “reprint” or topics to pursue in future issues

8. Proofreads and edits copy from guest authors for accuracy

9. Takes photographs or obtains illustrations and/or photographs to accompany articles

10. Completes layout for the newsletter

11. Arranges for proofreading of final newsletter before submission to printer and posting online

12. Contacts printer to order photocopies

13. Requests mailing labels and e-mail addresses from the NYLA membership database from the Second Vice President

14. Obtains photocopies and prepares newsletter for mailing to Section members
15. Coordinates with Executive Board, Second Vice President, or other parties to maximize effectiveness of mailing with other initiatives (e.g., election, conference program promotion, membership recruitment, by-laws revision)

16. Arranges for email distribution of newsletter to non-voting members

17. Arranges for newsletter and content annotation to be posted to the Publications page of the Section website

18. Reviews requests for reprinting articles and provides permission if warranted

Reviewed by the Executive Board, 1/26/15
file: newsletter editor job description