NEWSLETTER

I. Composition-

The Newsletter Editor shall be selected and approved by the Executive Committee and may select an Assistant. As this is a 'Specialty' Assignment, there are specific skills that are needed to fulfill the obligations of this post, and as such cannot be filled by just any volunteer.

II. Accountability-
The Newsletter Editor is accountable to the Executive Committee

III. Responsibility-
The Newsletter Editor is responsible to maintain the Raindrop Decorative Painters information to be distributed electronically or via postal mail at the beginning of the months, January, March, May, July, September and November.

IV. Information-
   a. Information requests should be emailed to the Executive Committee and Committee chairs with a due date of the 20th of the month preceding the publication of the Newsletter. (*This date can be changed to fit the schedule of the Newsletter Editor to have time to format the upcoming newsletter.*)
   b. Information should include, but is not limited to:
      i. Date and Issue of the current Newsletter
      ii. Any upcoming event flyers
      iii. Presidents Message
      iv. Vice Presidents Message
      v. Calendar of Events
      vi. Treasurer's Report
      vii. Minutes of the last General Meeting
      viii. Ads for the Business Members and Sponsors of the club

      ix. Address and Meeting Location with Date and Time of upcoming meeting.

      x. Calendar of Board Meetings as provided by the President

  c. A copy of the Newsletter will be emailed to the Webmaster for publication in the Members Only section of the Website.

  d. Mailed copies of the Newsletter shall be printed and mailed out by the 5th of the month of publication.

V. Keep Accurate records of income and expenses with receipts and turn them in to the Executive Committee in a timely manner with a Request for Reimbursement form.

VI. If at any time the Newsletter Editor is unable / unwilling to fulfill the requirements of this position, notice must be sent to the Executive Committee immediately to inform them of the situation.