

# ASTD ATLANTA CHAPTER JOB DESCRIPTION

**TITLE:** NEWSLETTER EDITOR

**TIME OF SERVICE:** One year

**REPORTING RELATIONSHIPS:** VP of Communications

**MANAGES:** Committee members

**WORKS WITH:** Executive Board, Chairs and Committees, Chapter Administration, and webmaster

**GENERAL FUNCTION:** Ensures the quality and timeliness of the newsletter

## **LEADERSHIP RESPONSIBILITIES:**

- Establish goals to support Chapter strategies.
- Recruit and orient committee members
- Help committee members understand how the committee impacts the Chapter as a whole by communicating goals and plans of the committee.
- Communicate regularly with committee to hold members accountable for reaching goals.
- Create and submit budget by the indicated deadlines and adhere to budget throughout term.
- Be familiar with the Constitutional Bylaws and policies and procedures.
- Attend Chapter meetings on a regular basis.
- Identify and develop potential leadership for committee for upcoming year.
- Maintain confidentiality of ASTD business matters.
- Be a positive representative of ASTD.
- Track time and resources used to meet goals to be used for future planning.

## **AREA RESPONSIBILITIES:**

- Set monthly production schedule at beginning of year, communicate schedule to members, and enforce deadlines to meet production schedule.
- Solicit quality articles and other content for newsletter.
- Update calendar of events.
- Oversee the design and layout of the newsletter.
- Coordinate with others regarding layout and timeliness of advertisements to be included in each newsletter.
- Proofread and edit each edition of the newsletter before it is published.

## **ASTD ATLANTA CHAPTER JOB DESCRIPTION**

### **QUALIFICATIONS:**

- Planning, organization, and administration skills
- Decision making skills
- Financial management skills
- Leadership and management skills
- Dependability
- Ability to recruit and motivate volunteers
- Excellent written communications skills
- Editing or journalism experience helpful

### **ESTIMATED TIME COMMITMENT:**

- 3 hours for monthly chapter and SIG/GIG meetings
- 10 - 20 hours preparation