

## **STATE NEWSLETTER EDITOR JOB DESCRIPTION**

The State Newsletter Editor shall be appointed by the State President subject to the approval of the State Executive Board for a term of 2 years or to complete an unexpired term. The Editor shall be responsible for the journalistic creation, artistic quality, and distribution of semi-annual issues.

### **DUTIES:**

1. Shall attend the State Council Meeting for obtaining pertinent State information from the Board members for publishing in the Cracker Crumbs newsletter.
2. Shall prepare reports for the State Board meetings and an Annual Report in triplicate to be presented at the Annual Council Meeting. (One copy for your file, one for State President file, and one for the Recording Secretary.)
3. May attend State Board meetings and other meetings as requested by the State President.
4. Shall submit expenses for mailing, address labels, reproductions, etc. to the State Treasurer.
5. Shall email copy to International and State Website Editor for posting.
6. Shall keep a file of past issues of Cracker Crumbs newsletter and copies of bills.
7. Shall keep files in order and be prepared to forward to successor promptly.
8. Shall secure 2 or more bids for printing, collating, and stapling of the State newsletter. Price, quality, and service will be the deciding factor in the decision made by both the State President and the Editor.
9. Shall establish with the State President, the dates and deadlines for copy of the publication – one in the Fall with a deadline of July 1 and one in Spring for a deadline of December 1.
10. Shall work with President on types of articles needed for each issue.
11. Shall type the assembled copy into sharp (black and white) Master copy layout suitable to the specification of the printer.
12. Along with 2 others who are a member of their chapter or someone close by, shall proof read carefully before being sent to the printer.
13. Shall arrange for the preparation of required copies for State members. Others can view on the Website.

14. Shall be satisfied with the completed printed issues before accepting delivery from the printer.

15. Shall make arrangements between printer and State Treasurer as to method of payment.

16. Shall arrange for a method of distribution either by email or postal.

17. Shall include in each State Newsletter: "Promptly send all address changes of Chapter President to the State Treasurer for proper distribution of the State Newsletter."

18. Shall email newsletter to Webmaster.

Revised Sept. 2025