



## **AAUW NEW MEXICO NEWSLETTER EDITOR**

**STATUS:** Serve as a member of the Leadership Team. Appointed for a two-year term with a limit of three consecutive terms.

**QUALIFICATIONS:** Prior editing and desk-top publishing experience suggested. Proficiency in Microsoft Word, Publisher, Excel or equivalent software. Ability to convert newsletter to Adobe PDF format.

**VACANCY:** Appointed by the Leadership Team upon recommendation of the President(s).

**DUTIES & RESPONSIBILITIES:** The Newsletter Editor shall:

- Prepare, edit, publish, and post to the AAUW-NM website the quarterly AAUW-NM newsletter, *The Roadrunner* according to recommended procedures.
- Print and mail copies to those members who do not have email or who prefer to receive a paper copy.
- Do additional electronic distribution, as recommended.
- Maintain electronic files of:
  - All newsletter editions;
  - A record of administrative information including as follows:
    - List of current members of the Board of Directors and branch presidents
    - AAUW -NM Bylaws and Policies & Procedures Manual
    - Newsletter Editor's job description
    - Instructions for ordering labels and for requesting reimbursements
    - Submissions for the most recent issue
    - Photo and graphics archives
- Insert a statement in the newsletter advising members to send address changes to their branch membership chair.
- Submit, at the completion of each issue, all receipts for newsletter expenses to the Finance Chair for reimbursement.
- Keep accurate accounts of all expenses related to the newsletter and present them in a budget to the Finance Chair by April 1st. This budget shall include preparation, printing, postage, labels, and miscellaneous expenses.
- Prepare a report for the convention.
- Plan with successor for a smooth transition of responsibilities. Prepare materials and pass on permanent files by the summer Leadership Team meeting.