

## SCMM Newsletter Editor Job Description

### I. Purpose

The Newsletter Editor provides the content of the newsletter to the Distribution Team. Traditionally, with the assistance of the Web Coordinator, the editor also maintains the Meeting calendar. The editor responds to SCMM committees' requests to schedule meeting events.

### II. Term Length

Term length is June through May, following the Meeting's nomination schedule. Terms are renewable.

### III. Membership Requirements

The Editor is someone who is active in the life of the Meeting, but need not necessarily be a member.

### IV. Newsletter Editor Responsibilities

Create the Newsletter. The monthly newsletter is published eleven times per year, with a combined summer edition that includes July and August. The newsletter is distributed the last Sunday of the month, with the deadline for submission being the preceding Monday. The newsletter normally includes:

- Monthly calendar of events
- Items contributed by meeting members and attenders
- Draft minutes of Meeting for Business prepared by the Recording Clerk
- Other meeting documents as appropriate, such as the State of the Meeting Report, Nominating Committee slate, and other committee reports
- Other contributions as appropriate, e.g., letters/announcements from other monthly meetings, College Park Quarterly Meeting, Pacific Yearly Meeting, Friends General Conference

### IV. Role of the Distribution Team

The Distribution Team prints and distributes the newsletter. The Newsletter Editor is not on the Distribution Team unless s/he volunteers to do so.

Newcomers and visitors are invited to receive the newsletter for three months when signing the Meeting's guestbook. A member of the distribution team checks the guestbook at least once each month for people requesting the newsletter. At the end of the trial period, the distribution team sends a letter advising that the subscription will end unless the recipient asks that it continue. If there is no response to the letter, the subscription is dropped from the mailing list.

The Newsletter Distributor coordinates with the Database Keeper to generate postal address labels for the paper version and e-mail addresses for the electronic version. The Database Keeper maintains the newsletter mailing list, which is distinct from the Meeting Directory. It is the responsibility of members and attenders to update their contact information with the Database Keeper in order to continue their subscriptions.

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