

Rotary District 7610

District Rotary Foundation Newsletter Editor

Job Description

Purpose: To work with the District Rotary Foundation Chair and the Area Foundation Advisors to provide to each district Rotarian a monthly, electronic newsletter that features interesting and timely items with a Rotary Foundation connection.

Qualifications: In addition to any minimum recommended qualifications established in the District Leadership Plan and Procedures Manual, preference should be given to those who are creative, can write and edit interesting newsletter material, have experience with newsletter publishing, and are skilled in the use of Microsoft Publisher and other elements of Microsoft Office.

Editor Duties and Responsibilities:

- ❖ Develop a general knowledge of all aspects of the programs of The Rotary Foundation.
- ❖ Become intimately familiar with aspects of Microsoft Publisher and other elements of Microsoft Office.
- ❖ Establish working relationships with district Rotarians who will write recurring features on a reliable basis.
- ❖ Seek out special, one-time articles and photos of Foundation interest from involved Rotarians throughout all geographical portions of the district.
- ❖ Write additional articles and filler material as necessary.
- ❖ Establish necessary deadlines, recognizing that they may vary from month-to-month depending on when some Foundation events occur.
- ❖ Edit submitted articles and photo captions for content and format, crediting authors and photographers with by-lines.
- ❖ Ensure that all newsletter material advocates for, and pertains to, The Rotary Foundation; forward other material to the editor of the regular District Newsletter for his/her consideration.

- ❖ Compose available material into an attractive and interesting district Foundation newsletter once a month.
- ❖ Provide the finished monthly product to the District Rotary Foundation Chair for approval, obtaining District Governor approval, and subsequent distribution to all district Rotarians.
- ❖ Work with members of the District Rotary Foundation Committee in determining the distribution of District Designated Funds (DDF).
- ❖ Work with district officers to ensure the full utilization of all DDF.