

Rotary District 7610 District Newsletter Editor

Job Description

Purpose: To work with the governor to provide a monthly communication to each club president and secretary that includes news and reminders about the district and RI.

Qualifications: An active Rotarian in District 7610 and have a solid working knowledge of desktop publishing.

Duties and Responsibilities:

- ❖ Inform district Rotarians about important Rotary topics
- ❖ Include district goals, deadlines for district events
- ❖ Include information about RI, The Rotary Foundation, and district programs
- ❖ Highlight specific club activities, such as new clubs admitted, names of new Rotarians in a club
- ❖ Motivate club leaders to pursue club goals, plan for upcoming events and observances, promote RI and district initiatives and cooperate with other clubs.
- ❖ Recognize the service and financial contributions of committees, individual Rotarians and club and district programs.
- ❖ Work with Newsletter Publisher to publish the governor's monthly newsletter no later than the 15th of each month
- ❖ Follow established protocol for the newsletter
- ❖ Solicit and receive (via email) articles and photographs for the newsletter
- ❖ Write articles when necessary
- ❖ Regularly visit rotary.org for news which would be of interest to district Rotarians
- ❖ Edit articles in appropriate font and margins
- ❖ Write headlines and cutline's

- ❖ Obtain Governor's approval of articles
- ❖ Transmit articles, photos, headlines and cutline's to publisher according to established timeline
- ❖ Proof read all necessary versions of newsletter from publisher
- ❖ Obtain final proof reading from senior member of district leadership team
- ❖ Transmit newsletter to District Executive Secretary prior to 15th of publication month for e-mailing to membership