

Rotary District 7610 District Newsletter Publisher

Job Description

Purpose: To work with the newsletter editor to publish the governor's monthly newsletter.

Qualifications: Be an active Rotarian in District 7610 and have a solid working knowledge of reporting, writing and editing.

Duties and Responsibilities:

- ❖ Work with Newsletter Editor to publish monthly District newsletter no later than the 15th of each month
- ❖ Manage layout and design of newsletter
- ❖ Communicate regularly with Newsletter Editor to obtain necessary photos and copy for newsletter
- ❖ Follow established protocol for the District 7610 newsletter as designated in the district Communication Policy
- ❖ Work with Newsletter Editor through necessary revisions until newsletter is approved for publication
- ❖ Forward Adobe file of newsletter to Editor for publication

