



# Newsletter Editor Job Description

### **Purpose**

The newsletter editor provides a professional, quarterly regional newsletter to communicate pertinent information on regional business to the membership, and encourages networking and professional development within NAI. The Director appoints the newsletter editor to a two-year term, and the editor can be reappointed to additional two-year terms.

### **Responsibilities include, but are not limited to, the following duties:**

- Participate in NAI-V Executive Board meetings as a non-voting member.
- Print and mail the newsletter and follow established regional reimbursement procedures.
- Solicit and publish the following, at minimum:
  - Quarterly reports from state and provincial coordinators that cover happenings in their states and provinces.
  - Quarterly reports from student chapters that cover happenings in their schools.
  - A column to highlight interpretive facilities, programs, and staff from across the region.
  - A summary of the minutes from all NAI-V Executive Board and Membership Business meetings.
  - A quarterly column written by the Director.
  - A quarterly column on viewpoints of current issues.
  - A quarterly column on natural or cultural history.
  - The annual financial report provided by the Treasurer.
- Manage and promote the newsletter sponsorship program.
  - Print the program guidelines in the newsletter and make them available on the regional website.
  - In conjunction with the sponsoring parties, create a one-page flyer advertising the sponsoring companies and print it within the newsletter.