

MANASOTA WEAVERS GUILD
JOB DESCRIPTION

POSITION: Newsletter Editor

REPORTS TO: MWG Board in an appointed capacity

RESPONSIBILITIES:

- Receive news and articles and organize in to monthly newsletter on Publisher PDF
- Include Minutes of General Meeting to be approved at the next meeting
- Send newsletter via e-mail to those receiving the newsletter
- Keep and update email addresses for all guild members and courtesy recipients of the newsletter
- Review other guild newsletters for pertinent information or articles appropriate for MWG publication

Updated 2/23