

## Peo-Taz Chapter of A.B.A.T.E. of Illinois

### Job Description

#### NEWSLETTER DIRECTOR

#### QUALIFICATIONS

As the person responsible for the Chapter newsletter, the Newsletter Director must be an organized and dependable individual who will meet deadlines. The person should have good typing and computer skills. A background in English or previous experience in writing or editing would be helpful.

#### TIME REQUIRED

The Newsletter Director will need to devote a minimum of 30 hours per month to the job for collecting and editing information and meetings. Each month there is an Officers meeting and a Chapter meeting.

#### BASIC DUTIES INCLUDE:

1. Casting one vote on issues before the Officers or Chapter meetings.
2. Editing submitted articles and information for proper and appropriate language.
3. Coordinating submitted article, advertising, and event notifications and publishing the newsletter monthly.
4. Calling the State of Illinois A.B.A.T.E. Office Manager by the 10<sup>th</sup> of each month if you have not received the mailing labels.
5. Highlight membership expiration dates on mailing labels for 2 months prior.
6. Check accuracy of sponsorship ads.
7. Reach out to sponsors monthly ads.
8. Mailing the newsletter within 14 calendar days after the monthly Chapter meeting.
9. Performing other duties as directed by the Executive Board.