

OCSJ Roles and Responsibilities

Position: Newsletter Editor

Reports to: President

Date created: 08/30/22

Date updated: 01/05/23

1. Publish the monthly electronic newsletter distributed via email to all OCSJ members.
2. Responsible for compiling, editing, and publishing articles and photographs submitted by the various contributors.
3. Possess the ability to utilize the current software, Wild Apricot, used for publishing email newsletters.

In Every Issue Currently:

Executive Committee Reports:

- President's Message.
- Vice President's Message.
- Activity Chair's Message

Activity Chair Reports:

- Hiking.
- Backpacking/Camping.
- Cycling.
- Canoeing/Kayaking.
- Cross-Country Skiing.
- Trail Maintenance.

Others:

- Member Spotlight.
- Annual Mileage Clubs.
- Corresponding Secretary, Shout Outs.
- Marketplace.
- Volunteer Opportunities.
- Membership Information.
- Special events, articles of interest, or other pertinent information.

Timeline:

- Publication Date: The first week of the month or as close to the first of the month as possible.
- Request for Submissions: A week before the first of the next month. Send an email to all contributors indicating the deadline date for submissions.
- Send preliminary drafts to the Assistant Editor as needed as contributions are received. Send final draft prior to publication deadline for final edits.

Items to Consider:

- When editing submissions for reasons other than grammar, send the edited version back to the contributor for approval of edits prior to publication.
- Never present material critical of any individual or group.
- Avoid publishing names and contact information of anyone unless express permission is given.
- Avoid photographs that clearly identify any person, unless given permission.