

NETMGA POSITION DESCRIPTION

Master Gardener Thymes Newsletter Editor

Updated: 10/28/2020

Position Overview: Responsible for creating, formatting and distributing the Master Gardener Thymes Newsletter six times per year. Editions are: Jan/Feb, Mar/Apr, May/Jun, Jul/Aug, Sep/Oct, and Nov/Dec. Work for each edition is completed during the month prior to distribution and published at the end of the previous month (e.g., Jan/Feb edition is published December 30 or 31).

Qualifications:

- Good computer skills
- Access to a computer (Adobe Acrobat and Microsoft Publisher are useful, but not necessary)
- Strong writing, editing, and proofreading skills

Responsibilities/Duties:

- Solicit Project Reports from Project Leaders for publishing in newsletter (Send a schedule for this to Project Leaders at beginning of year, and then send individual reminders to Project Leaders about a month prior to their report month)
- About 15th of month prior to publication request information for newsletter from NETMGA President and Programs Chair, SAPS contact, NETMGA Extension Advisor
- Solicit/Research/Gather article(s) of interest
- Research/Gather events of interest, including seminars, tours, etc. that provide opportunities for members to obtain CEUs and volunteer hours (There is a website resource list to use for this research; list requires occasionally updating)
- Edit and/or format all articles, events, etc. In some cases, if none provided, find pictures to include with articles
- If necessary, make changes to NETMGA Board and Chairpersons list
- If necessary, make changes to NETMGA Projects list
- Organize all articles, in order of desired publication

- Put Newsletter into PDF format for publication
- Review completed newsletter prior to publication
- Distribute newsletter to NETMGA members via NETMGA Gmail

Time Commitment: 4.5 – 6 hours per issue