

Newsletter Editor

The Newsletter Editor is responsible for preparing the Club's monthly newsletter and emailing it to the Web Master (Technical Consultant Officer) for online publication before the first General Meeting of every month.

Specifically, the Newsletter Editor:

- Uses MS Publisher for the Newsletter. (NOTE: Any program can be used to write the Newsletter (MS Word, WordPerfect – check with Web Master).
- Is in control of the format, page design, and length of the paper (there must be close coordination with the Web Master who publishes the Newsletter to our www.gsclub.org web site).
- Ensures the @ symbol is not used because of security – use (at) when writing articles, listing emails of officers, etc.
- Ensures, because of security, that personal phone numbers and addresses are not used in articles.
- Participates in Board Meetings.