



## Oshawa Art Association Inc. Newsletter Editor ~ Job Description

**Summary:** To develop a monthly (except July) newsletter about people and events of interest to the OAA members; maintain the newsletter mailing list; send out important notices and messages to members as requested by the Executive.

This is a voluntary non-paying position.

### **Duties & Responsibilities:**

- Obtain membership list from the Membership chairperson each month and establish and maintain an online email list (Mailchimp or similar program being used by OAA) of addresses of members who wish to receive the newsletter by email;
- Check program reports once email sent each month for any bounced addresses or unsubscribed and troubleshoot same;
- Throughout the month keep all the emails, other notices of events, classes, updates, notes from the various committee chairs, etc., as well as any advertising you plan to insert in the next newsletter;
- Send out timely reminders to all Executive members and Chairpersons of submission deadline each month (except July) and need for any specific notices, etc.;
- Collect suggestions from Executive and General members about articles and subjects to include in the newsletter. Include information about show openings, classes and artistic events in the area. Interview members, especially when they have made achievements.
- Write articles, obtain biography, website address and photo from Program chair about the monthly guest speakers and edit for inclusion;
- Take photos at events or gather from others or from Facebook page and include them in write-ups.
- Create the newsletter on computer and lay it out in a program such as Adobe InDesign or Microsoft Publisher. Once draft is complete, email to President and/or another Executive member as specified for review and approval;
  - Send final copy to Website Coordinator to be archived on website;
  - Add link into message on Mailchimp for emailing to members;
- Distribute newsletter in a timely fashion, usually at the first of each month (except July) and well before the General Meeting;
- When requested, write/edit and send out important notices/messages to members as a mass emailing through Mailchimp;
- Attend Executive meetings on the first Tuesday of each month (except July).

### **Authorities:**

- If elected Director, voting privileges at all meetings;
- Purchase office supplies.

Submit all bills/receipts to the treasurer for reimbursement.



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Every Director and Officer in exercising such person's powers and discharging such person's duties shall act honestly and in good faith with a view to the best interests of the Association and shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Every Director and Officer of the Association shall comply with the Act, the Regulations, Articles, By-laws and policies of the Association.

### **General Qualifications & Skills:**

- Basic knowledge or comfortable learning various computer programs (e.g., Mailchimp for emailing newsletter and notices to members, Weebly for posting newsletter to online archive site, as well as a personal email program for corresponding with fellow Board members, etc.;
- Basic knowledge of Microsoft Word (for writing/preparing articles, etc.);
- Basic knowledge of Microsoft Outlook (for email);
- Basic knowledge of Adobe InDesign or Microsoft Office Publisher, or similar program.

### **Revision History**

<b>Revision Date</b>	<b>Changes Made</b>	<b>Reason for Change</b>	<b>Approved by</b>
18-Jul-12	Created Job Description	To establish roles of the OAA Executive	Ron Blackwell
12-Jan-18	Revised to include responsibility and authority (incomplete)	To comply with new By-Laws	Ron Blackwell
23-Jan -21	Updated and finalized job description	To finalize job description	Karen Coyle