Revised 4/30/14

OSU Josephine County MGA Newsletter Editor
APPOINTED, VOTING, NON-CERTIFIED

PURPOSE OF THE POSITION:

The Newsletter Editor is responsible for producing and coordinating all newsletter activities monthly.

DESCRIPTION OF THE POSITION:

- Prepares budget requests for BOD approval. Expenses to exceed budget limits will be submitted for BOD approval.
- Solicits articles for the newsletter from the BOD, committee chairs, Extension Agent and the membership.
- Takes articles submitted through, E-mail, and Extension Agents and organizes them into an acceptable newsletter form.
- Assures that the final proofs are reviewed for accuracy.
- Prepares mailing address labels from current list of paid members, takes the final newsletter and has it copied, labeled and mailed.
- Prepares and publishes the annual Master Gardeners members directory

REQUIREMENTS OF THE POSITION:

Be able to devote enough time and energy to this position.

Possess skills necessary to produce an organizational newsletter in a form that is interesting and informative for the membership.