

# TRENHOLM ARTISTS GUILD

# JOB DESCRIPTION

Job Title	Newsletter Editor
Revision Date	September, 2006

Position: Volunteer, Appointed  
Term: At the will of the Board

Overview: The Newsletter Editor is responsible for the monthly membership newsletter

### Job Functions:

- Gather, compile, write, and print the monthly newsletter in a timely manner
- Distribute the newsletter via US Mail or email to members as requested
- Maintains a list of procedures/tasks and timeline for the above

### Requirements:

- Strong commitment
- Attends monthly General Meetings

### Skills/abilities needed:

- Organizational skills
- Language skills
- Typing ability
- Communication skills
- Computer skills

Approved by the TAG Executive Board on November 16, 2006