

NCEMGVA Newsletter County Reporter Position Description

Newsletter Positions:

- The **County Reporter** writes an article detailing news from their county's Master Gardener Program and sends it to the District Reporter.
- The **District Reporter** edits articles from County Reporters in their district and sends the report to the Newsletter Editor.
- The **Newsletter Editor** designs and publishes quarterly the NCEMGVA Newsletter, utilizing reports from the District Reporters.

County Reporter Requirements

1. Be a current NCEMGVA member.
2. Be a member in good standing with the Extension Master Gardener Volunteer Program in their county.
3. Serve a minimum 2 year term.

County Reporter Responsibilities

1. Gather interesting information on the activities of their county Master Gardener Program.
2. Summarize those activities in an article and include photos.
3. Use a checklist of expectations specified by the Newsletter Editor for all submitted articles, such as word count, font and text size, number of photos, etc.
4. Submit the articles and photos with captions to their designated District Reporter for editing by the stated deadline.
5. Required number of submitted articles is 4 per year.