

NCEMGVA Newsletter District Reporter Position Description

Newsletter Positions:

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

A **District Reporter** is the vital link between County Reporters and the Newsletter Editor.

District 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 two year term.

District Reporter Responsibilities

A) Newsletter:

1. Inform County Reporters of expectations and guidelines specified by the Newsletter Editor.
2. Send deadline reminders to County Reporters.
3. Edit County Reporter articles using the expectations and guidelines specified by the Newsletter Editor.
4. Send edited articles to the Newsletter Editor by the stated deadline.

B) County Reporters:

1. Encourage each county Master Gardener Program within the District Reporter's district to elect or appoint a County Reporter.
2. Send a personal "Welcome" email to new County Reporters, including information regarding expectations and guidelines.
3. Keep an up-to-date list of email addresses for their County Reporters.
4. Inform the Newspaper Editor of changes in names, email addresses of new and current County Reporters.
5. Send any updates from the Newsletter Editor.