

# NCEMGVA Newsletter Editor Position Description

## Newsletter Positions:

- The **Newsletter Editor** designs and publishes quarterly the NCEMGVA Newsletter, utilizing reports from the District Reporters.
- 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.

## Newsletter Editor 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. Be appointed by the President to serve a two year term.

## Newsletter Editor Responsibilities

### A) Newsletter:

1. Design and publish the Newsletter quarterly.
2. Designate County Reporter and District Reporter deadlines for each quarterly issue.
3. Compile the quarterly County Reports from District Reporters into a draft of the current Newsletter issue.
4. Send draft of the Newsletter to District Reporters for draft edit.
5. Email the Newsletter to the Webmaster for publication on the NCEMGVA website.
6. Maintain a list of members who wish to have the Newsletter mailed to them.
7. Send the Newsletter to the Printer along with address labels for mailing.

### B) District Reporters:

1. Maintain up-to-date contact information and district assignments for District Reporters representing each NC District.
2. Provide information on specific expectations of District Reporters, including deadlines.

### C) County Reporters:

1. Establish guidelines and expectations for County Reporter articles such as headings, captions, font type and size, word count, etc.
2. Set deadlines for submission of articles to District Reporters.
3. Accept County Reporter articles for publication in reports submitted by District Reporters.