

District Bulletin Editor

PURPOSE: To deliver communications to the membership of the District, as information is the lifeblood of any organization. Consider publications for three groups: Members, Club leaders and District leaders.

PERSONNEL: An editor should be positive in the way he or she writes, as well as being creative in style. Use of a lot of pictures is essential. Knowledge of publishing software is helpful.

DUTIES/RESPONSIBILITIES:

- Publish the District bulletins: consider Member, Club leaders and District leaders publications (monthly or quarterly).
- Encourage Clubs to share their bulletins with their Members as well as other District and Club officers. Keep an up-to-date listing of Club websites with links to the District website, if applicable.
- Promote and administer a Club bulletin contest.
- Be visible at District Conferences with samples of Club bulletins, additional copies of District bulletins, etc.

ACTION PLANS: As editor/webmaster, urge Club leadership to develop and publish a Club bulletin and/or Club website.

1. What is going to be done?
2. Who is going to do it?
3. When and how often is it going to be completed?