

Newsletter Editor

Overview of Responsibilities:

The role of the Newsletter Editor is to produce the newsletter "Tar Heel Histo-News" for NCSH.

Responsibilities:

1. Provide a quarterly electronic newsletter to NCSH members. Newsletters may be printed at the discretion of the NCSH officers.
2. Gather information and pictures for newsletter articles.
3. Prepare newsletter for printing as needed.
4. Select a printer as needed.
5. Notify vendors of newsletter advertising fees and deadlines.
6. Receive advertisements from vendors and direct funds to the NCSH Treasurer.
7. Include forms and information as directed by the NCSH President or Board of Directors.
8. At a minimum the President will review all issues prior to distribution. Other officers or the Board of Directors may also review the newsletter.
9. Forward a PDF copy of the newsletter to the Webmaster to post on the NCSH website.
10. Perform other duties as assigned by the NCSH President.
11. Work with Assistant Newsletter Editor/Historian to fulfill these responsibilities.

Time Commitment during Year:

An average of 1 – 2 hours per week.

Time Commitment during NCSH Annual Meeting:

Time will be needed at the Annual Meeting to document activities. Time will be needed during the Awards Luncheon and Annual Business Meeting.

Qualifications:

The individual should have been a member of NCSH for one year prior to appointment.

Selection Process:

Qualified individuals will notify the NCSH President of their interest in the position. The President with approval from the other officers will appoint an individual to this position.

Term of Position:

There is no term limit for this position.

Accountable to:

The Newsletter Editor is accountable to the NCSH President and Board of Directors. While the Newsletter Editor does not have formal voting rights, they are encouraged to give input prior to scheduled meetings or by attending NCSH officer meetings.

Funding:

Funding will be based on the NCSH General Funding Policy. This may include:

- Registration
- Food
- Hotel
- Travel

Vacancy:

If there is a vacancy in this position, a qualified member will be appointed by the NCSH President with approval from the other officers.