

OMGA JOB DESCRIPTIONS

Newsletter Editor

DESCRIPTION: Oversees information gathering, editing and production of OMGA's newsletter *Northwest Newsletter*

IMPLEMENTATION: Sent email notifying OMGA Chapters before quarterly deadline (15th of month prior to issue date) to send information about chapter happenings, events and other pertinent information.

Tools needed to facilitate position:

- Compiling informative chapter information
- Editing capability
- Desktop publishing of photos and graphics into a pleasing, easy-to-read format. We currently use Microsoft Desktop Publisher.
- Send electronic copy of the newsletter to Statewide Program Coordinator, Gail Langellotto, for peer review
- After final review, email *Northwest Newsletter* to webmaster, Larry Byrum for posting to the website. The webmaster will notify recipients of the posting
- Create black and white 'text only' copy and forward it to webmaster for posting.

Issue dates are: The first week in March, June, September & December

Additional duties might include:

- Review *Northwest Newsletter* budget
- Technology trouble-shooting (assist Master Gardeners with e-mailing articles, photos, etc.)
- Updating Editor's job description

NOTE: As of March, 2011, the *Northwest Newsletter* is being sent electronically and additional electronic copies are sent to all extension offices to be accessible or distributed to those chapter members not having email access.

Additional guidelines:

- Do not publish information that originated as an e-mail, without contacting the author of the e-mail. This helps insure that private communications are not publicly dispersed without the author's permission
- Before copying and redistributing articles, recipes, or other published materials, obtain permission from the copyright holder. This will help guard against copyright infringement
- Make certain that photo permission was obtained prior to publication of photos in newsletter