

## **NEWSLETTER DIRECTOR**

### Position Summary:

Provide timely and comprehensive information to Chapter members about programs, workshops, and other matters of interest via Chapter newsletter.

### Responsible To:

The members of the Board of Directors and Chapter  
The Chapter President

### Responsibilities:

- Request assistance from the membership and the Board for newsletter articles or information.
- Compile, edit, design, and lay out the final copy of the newsletter.
- Distribute to the membership all meeting announcements and other information via Chapter newsletter. This information should also be sent to the district director, the state director, and your SHRM Regional Team.
- Establish a reporting network, plan issues, and write the final copy (or edit copy supplied by others) for each issue.
- Coordinate production of the newsletter and production schedule. Compile, edit, design, and lay out the final copy of the newsletter. Mail or e-mail newsletter out to the members.
- Refer to Newsletter Director – General Info reference material and delegate or share responsibilities as needed. Keep position general information reference material current.
- Establish article/ad/information deadlines. Ensure that issues go out on time.
- Ensure all ads for the newsletter are prepaid and they are in proper format and ad size.
- Check with members whose email addresses no longer work to obtain their updated information or request assistance from Membership Director. Make President, Membership Director and/or other applicable board members aware of new email address.
- Provide monthly updates at the Board of Directors meetings.
- Attend all monthly membership and Board of Directors meetings.
- Participate in the development of short-term and long-term strategic planning for the Chapter.
- Represent the Chapter in the Human Resources community.

### Requirements:

Must be a SHRM member in good standing.

### Resources Available:

- SHRM supplies the following resources for Chapter Newsletter Chairs
  - Chapter Best Practices
  - Chapter Position Descriptions
  - How to Publish a Chapter Newsletter
  - SHRM-Approved Graphics for Chapters
  - SHRM Graphics Standards Guide
  - Chapter Chatter Guidelines
  - SHRM Leaders Guide
  - Working with the Media

- And MUCH MORE...available online at <http://www.shrm.org/Chapters/resources/chaphelp.asp>