

NEWSLETTER EDITOR

If the chapter chooses to produce a newsletter as their communication vehicle, the responsibilities of the newsletter editor may include:

- Plan newsletter production:
- Chapters shall publish a minimum of four (4) newsletters per year, evenly distributed throughout the year (such as quarterly), as stated in the Chapter Charter and Letter of Agreement. This is a Good Standing Policy item.
- Develop procedures to produce and distribute the newsletter.
- Form committee(s) to help complete task, as needed.
- Confer frequently with the chapter president and other CAB members to get articles, information and to allocate newsletter space.
- Edit all copy for content, length, spelling, grammar and punctuation.
- Obtain approval from the chapter president for each issue of a chapter newsletter/publication prior to its distribution.
- Ensure that chapter members' privacy is protected in the newsletter.
- Work with the retail liaison to secure advertising for the newsletter.
- If the retail liaison position is not filled, fulfil the duties of the retail liaison with respect to obtaining advertising.
- Obtain suitable copy from advertisers to place in newsletter.
- Ensure that paid advertising is only sewing related.
- If the newsletter is printed:
 - Present printing/reproductive services bids to the CAB for approval.
 - Use the current membership list and prepare the mailing labels.
 - Prepare the newsletter for mailing (either first class or bulk mailing).
- After each issue submit an income and expense reporting to the CAB.

Chapters **must send** a copy (hard copy, or electronic file as an email attachment) of each newsletter to ASG national headquarters for each chapter's permanent file by the end of each quarter and a copy to each BOD member. Chapters shall not send links to a copy of their newsletters on a website. Chapters should also upload their newsletter to the ASG website each time a new issue is printed/published.