

## Position Description for Newsletter Editor

(Revised February 9, 2006)

1. Requests, receives, and edits text and photos for *Trail Talk*.
2. Prepares, assembles, and responsible for producing the Section newsletter, *Trail Talk*.
3. Communicates with the GMC to receive up-to-date mailing labels in zip code order for *Trail Talk* mailing.
4. Distributes *Trail Talk*. (see *Mailing Procedures*)
5. Twenty copies of the newsletter are giving to the main club, along with the original. All remaining copies are giving to the section Vice President for distribution to the trip leaders.
6. Forwards outing schedule to the GMC for inclusion in the *Long Trail News* list of events (see *Publication Schedule*), to the GMC Webmaster, the Section Publicity Coordinator, and to the Section Webmaster.
7. Serves on the Section's Executive Committee.