

Position Description

Newsletter Editor

Position Purpose/Overview:

The position of Newsletter Editor is an appointed position. This person becomes a voting member of the OCC board of directors. Produces a monthly newsletter containing information on past and future club activities and articles submitted by board members and club members. Plus other relevant information pertaining to the club and or photography.

Duties & Responsibilities:

- Attends Monthly Board Meetings
- Compile articles submitted by midnight on the Thursday after the monthly board meeting
- Send compile to the club president or other designated person for editing of grammar, spelling and content.
- Prepare Monthly newsletter (design, layout, formatting)
- Once newsletter has been produced, using Microsoft Publisher software, convert the Publisher newsletter document to a PDF file.
- Email the newsletter PDF file to the club President or other designated person for review/editing.
- Make updates to newsletter as needed
- If the club President is not the reviewer then email the newsletter to him/her for final approval.
- After approved: upload the PDF copy of the newsletter to OCC website and send a copy to the membership via email not later than the Monday after the board meeting.

Uploading Newsletter to OCC Website:

1. Log in to the OCC website.
2. Open the Newsletter page on the website
3. Click on the EDIT link at the bottom of the page
4. Put your cursor in front of the top entry and hit RETURN/ENTER
5. Place you cursor back to the top of the page in the blank you just created
6. Click – ADD MEDIA button

7. Click on UPLOAD MEDIA
8. Browse to the newsletter file and click OPEN. File will be uploaded to the page
9. Click in the TITLE in the right column to format it. Format should be Month/Year/Newsletter (January 2020 Newsletter)
10. Click the button at bottom right that says INSERT INTO PAGE – which brings you back to the Newsletter edit page
11. Click anywhere else on the page that you just added, then go to the newsletter you just uploaded, click on the PENCIL button, then click on the GEAR, in the window that opens, check box to open in new tab
12. Click UPDATE
13. Click UPDATE in the right column
14. Click the VIEW PAGE button and check your work
15. All done

Emailing Newsletter to OCC Membership

1. Log in to the OCC Gmail account at olympiacameraclub@gmail.com (you will need the password)
2. Click COMPOSE
3. Look for the BCC link at the top right of the “To” line and click on it. In the BCC line start typing MEMBERS and the members email list will open in the BCC line. BE SURE TO USE THE BCC FIELD SO THAT THE MEMBER EMAIL ADDRESSES ARE NOT EXPOSED TO EVERYONE.
4. Give your message a subject i.e. January OCC Newsletter
5. Click the PAPERCLIP at the bottom of the page. Navigate to your current newsletter, wait for it to upload. Type a message if you want
6. Click SEND