

NEWSLETTER EDITOR

Job Description

1. Receive and gather information for publication in *Idaho in Touch*.
 - a. Contact Idaho massage schools to be on the mailing list for continuing education workshops
 - b. Solicit articles from chapter members who have traveled or done something of interest to other members, including volunteer contributions in the community
 - c. Solicit member profiles with photo
 - d. Publish information from board meetings
 - e. Publish new member names submitted by the Membership Chairman
 - f. Publish state convention information provided by the convention chairman
 - g. Read other chapter newsletters for ideas and possible items for publication
2. Support the Marketing Chairman in selling ads for revenue.
3. Order updated member roster on mailing labels at least two weeks prior to publishing date from the AMTA National Chapter Relations Department
4. Type up and format the newsletter.
5. Get the newsletter printed.
6. Label and stamp newsletters.
7. Mail newsletters by publication date.
8. Send articles of interest to the AMTA publication *Hands On* for the “fingerprints” feature.
9. Submit reimbursement voucher with receipts to treasurer for reimbursement.
10. Keep a copy of each newsletter for chapter history.
11. The newsletter will be published as follows:
 - a. March 1
 - b. June 1
 - c. September 1
 - d. December 1
12. Deadline dates for submission will be as follows:
 - a. February 15
 - b. May 15
 - c. August 15
 - d. November 15

13. The newsletter will publish the following:
 - a. Spring issue:
 - Call for candidates for the spring election and the election candidate resume
(See BOD minutes from April 30, 1999)
 - Voting items for Annual Member Meeting
 - Registration for Chapter Convention
 - Proposed amendments to the Chapter Standing Rules
 - b. Summer issue:
 - Pertinent notes (not minutes) from the Board of Directors Meeting
(See BOD minutes from October 30, 1000)
 - Pertinent notes (not minutes) from the Member Meeting
 - Written reports from chapter officers
 - Convention report
 - Financial Report - account balance for checking and savings, proposed budget
 - Unit Meetings/Workshops - information, dates, and registration forms
 - c. Autumn issue
 - d. Winter issue
 - Summary (not minutes) from the Board of Directors Meeting
 - Written reports from chapter officers
 - Written report from the chapter delegate
 - Call for election candidates and candidate resumes
 - Financial Report - account balance for checking and savings
 - Introduction and dates for chapter convention
 - e. As appropriate
 - Message From the President
 - Welcome New Members
 - Chapter officer roster
 - Member profiles, school profiles (See BOD minutes from October 30, 1999)
 - Questions and answer column
 - Education Chairman column
 - Information on scheduled unit meetings and workshop, minutes of meetings
 - Video reviews and Video Rental Order Form
 - Continuing education opportunities throughout the state and surrounding states
 - Advertising information
 - Information on how to change contact information
14. Submit a report twice a year to the president in time for the BOD meetings.