



## Newsletter Editor

The Ganaraska Hiking Trail Association (GHTA) position of Newsletter Editor is appointed by the Executive, and ratified by the Board of Directors

Responsibilities of the GHTA Newsletter Editor include:

1. Prepare and publish three newsletters per year in April, August and December.
2. Solicit newsletter input, including club reports, hiking schedules, articles, photos and advertisements.
3. Gather content and input into newsletter along with standard content for all newsletters. Create a print version (pages divisible by 4) and online version with web/email links.
4. Forward print version to printing company for printing and distribution. Post online version on GHTA website and forward to GHTA secretary for distribution to clubs. Distribute additional copies to outside parties.
5. Send invoices to advertisers. NB: GHTA treasurer has responsibility for collecting payment from advertisers.

Time commitment: 20 hrs/newsletter

Skills required:

Familiarity with MS Word, PDF and inserting photos and web-links into documents

Editing/proofreading skills, with an eye for detail

Organization and communication skills to ensure a smooth flow of information

Approved

Date: \_\_\_\_\_ Name: \_\_\_\_\_  
President