

JOB DESCRIPTION FOR NEWSLETTER CHAIR

- Develop and submit to the Chapter board, a publication schedule (including issue dates and due dates for copy submissions) and budget for the coming year.
- Identify topics and issues to be covered in the publication.
- Solicit articles from Chapter board members, committee chairs, the Chapter membership and outside contributors, as appropriate.
- Edit articles for compliance with AMTA mission, goals, strategic plan and Chapter objectives.
- Supervise the work of outside suppliers and/or Chapter volunteers in the layout, production and distribution of the publication.
- Solicit advertising, within AMTA advertising guidelines, to help offset publication costs.
- Stay current with changes in postal rates and procedures to ensure the cost-effective distribution of the publication.