



## CHULA VISTA GENEALOGICAL SOCIETY

### Standard Operating Procedure

### NEWSLETTER EDITOR

As defined in the Bylaws and Standing Rules of the Chula Vista Genealogical Society, the Newsletter Editor shall compile, edit, print, and distribute monthly newsletters in order to provide Society information to members in a timely manner.

The purpose of this Standard Operating Procedure guideline is to further define the responsibilities of this office.

#### **Responsibility I: The Newsletter Editor shall compile and edit an 8 to 10 page monthly newsletter.**

- A. Inform Board of Directors and contributors of deadline for submissions at the monthly general meeting and at, or before, the monthly Board meeting.
- B. Request information and articles from Board of Directors and members, and coordinate text, images, etc. with the contributors.
- C. Create a new master document for the newsletter (use the previous month's document, and edit it). Include a header, page number, volume number, Table of Contents, and Calendar of Events. Ensure that volume and number, date and page numbers are correct.
- D. Include articles on future CVGS programs, seminars, workshops and other activities.
- E. Use color text, headlines, photographs and graphics as needed to highlight and illustrate important activities or articles.
- F. Obtain genealogy-oriented information from other sources – published books, periodicals, websites, etc., as required, being mindful of copyright provisions.
- G. Edit the text and headlines to be grammatically uniform and balanced content-wise.
- H. The Newsletter should present CVGS members and activities in a positive way.
- I. Typical articles might include: promotion of upcoming meetings and workshops, review of previous Society events, President's Report, committee reports and other pertinent genealogical information.
- J. Publication date is usually after the monthly Board meeting in time for members to note all of the society activities each month.

**Responsibility II: The Newsletter Editor shall print and distribute newsletters to Society members in a timely manner.**

- A. When the Newsletter text, images and editing are complete, save it as a PDF document.
- B. Distribute the Newsletter in PDF format via email attachment to the membership email list and to the Webmaster to be put on the website.
- C. Update the membership mailing list (only those who have indicated they need a mailed copy, plus complimentary copies to SDGS, CGSSD and NSDCGS), and print out the mailing labels.
- D. Create a second version of the Newsletter in black and white only, and save it as a separate file.
- E. Print one copy of the black and white document and make sure the pages are legible and in proper order. Revise as required.
- F. Take the printed copy, stamps, mailing labels and scotch tape to the UPS Store at Telegraph Canyon Plaza (where CVGS has an account).
- G. Print the newsletter copies on the photocopying machine using white 8.5 x 11 paper on two sides, and with a corner staple.
- H. Make as many copies as necessary (and another 10 copies for the Membership Chair to have available for new members).
- I. Fold each printed, stapled newsletter once, tape the corners together in two places, then label and stamp the copies to be mailed. Do not fold, label or stamp the extra copies.
- J. Note how many copies were made (e.g., 40 copies of 10 pages) and tell the UPS Store clerk, to charge it to the CVGS account, and sign the receipt provided. Give the copies to be mailed to the UPS Store clerk or take them to the Post Office yourself.
- K. Take the master copy pages, the extra copies for the Membership Chair, the copy receipt, and the supplies home and get ready for the next newsletter publication.
- L. Give the extra copies to the Membership Chair to be given to new members and guests at the Society programs.
- M. Send the monthly newsletter as an email attachment to newsletter editors for other societies who have requested an email copy.
- N. Check that the monthly newsletter has been put on the CVGS website and on the CVGS blog.
- O. Provide the UPS Store copy receipt to the Treasurer for reconciliation with the bill submitted by the UPS Store.

**Responsibility III: The Newsletter Editor shall support Society activities:**

- A. Shall make every effort to attend every General Meeting and meetings of the CVGS Board of Directors to report on, and solicit newsletter information for the coming months.
- B. Shall be authorized to purchase the necessary materials, (i.e. mailing label stock, postage stamps, and scotch tape), to adequately carry out the requirements of the position. All requests for reimbursement must be accompanied by receipts that clearly delineate the expenses for which reimbursement is requested.
- C. Shall keep and update the Newsletter Editor's notebook containing the current Society Bylaws, Standing Rules, and respective SOP. This notebook shall be given to the succeeding Newsletter Editor.