



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 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 a 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, classes, 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 the society activities each month.

Responsibility II: The Newsletter Editor shall 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. Upload the Newsletter to the secure CVGS cloud drive.
- C. Notify the Web Administrator that the Newsletter is ready to be added to the CVGS website.
- D. Modify the email template for distribution of the Newsletter.
- E. Attach the Newsletter link to the email template.
- F. By hitting send, distribute the Newsletter through Wild Apricot to CVGS members.
- G. Verify that the monthly newsletter has been put on the CVGS website.

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 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.