

## ESCAPEES RV CLUB

Job Description: **CHAPTER NEWSLETTER EDITOR / COMMUNICATIONS SPECIALIST**

### **Job Summary:**

As a volunteer, the newsletter editor will collect data, edit, and publish a chapter newsletter for the benefit of all chapter members. Email works very well.

### **Duties and Responsibilities:**

1. Publish chapter newsletter four times, as per chapter standing rules.
  2. Publish all pre-rally information, registration form, including dates, directions, activities planned, etc.
  3. Publish a post-rally report.
  4. Publish the minutes of the last meeting.
  5. Publish information concerning election of officers.
  6. Annually publish updated chapter roster.
  7. Annually publish the chapter bylaws and standing rules or list on website.
  8. Publish the chapter calendar of upcoming events.
  9. Publish other information of interest to the chapter members.
  10. See "Hints on Writing a Newsletter" (form 655) for additional information.
  11. May be asked to send email messages to members between meetings about group events sharing rally, luncheon or other group information.
  12. Other duties as necessary.
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- a. Maintains picture Directory of all paid members and publishes to members at least twice a year or as required.
  - b. Maintains email database of Chapter Members.
  - d. Maintains updated Chapter Bylaws, Standing Rules, Guidelines for Planning & Conducting Rallies and any other documents Officers deem necessary on website
  - e. Maintains website as needed to include updating member list, posting newsletters, posting rally pictures, etc.



## HINTS ON WRITING A CHAPTER NEWSLETTER

As editor, you need to send periodic bulletins to the chapter members. We recommend a quarterly publication. This is referred to as the chapter newsletter.

The following are hints on writing a chapter newsletter. These are suggestions only.

Emailing newsletters is free and very acceptable.

Your newsletter should include:

1. Start with Volume I, No. 1. The second issue will be Volume I, No. 2. Start a new volume each year. Years are Roman numerals and issues are regular numbers. Do list the month and year on each newsletter, as well as the chapter name of Escapees RV Club.
2. Your chapter logo can be used in your newsletter. A copy can be obtained from Escapees' graphic artist at [graphics@escapees.com](mailto:graphics@escapees.com) or from Chapter Directors.
3. Members enjoy reading about rallies they may have missed.
4. Dates, location, directions, and schedule of future events just may entice members to come and join the fun.
5. Mailbag news may be reports, travelogues, or general information from the members. This section will help your members keep in touch with each other.
6. A current roster should be shared at least once a year. You can also include new members as they join your group.
7. Recommended services, area campgrounds, general-interest items, and items of special regional interest are also enjoyable.
8. Include the following on your list to receive the newsletter:
9. Exchanging newsletters with the editors of all adjacent chapters is a way to learn what your neighbors are also doing.
10. Many groups are now emailing the newsletter to the group members that have email and choose that method of delivery. This not only saves money, but the newsletter is received in a timely fashion, especially for traveling members.
13. For a more professional looking newsletter, have someone proof read it for possible spelling, clarity or other mistakes before you email. It is often difficult for writers to pick up their own mistakes.