

UMWC Newsletter Editor Job Description

This position is appointed by the President and renewed every year.

Responsibilities include writing and editing copy for Club News, the UMWC newsletter, taking and soliciting photographs and working with the newsletter designer and printer. The newsletter is published 5 times a year: September-October, November-December, January-February, March-April and May-June.

The editor relies on several correspondents to submit information or copy for recurring features, including Conversation with a Woman Leader, President's Message, scholarship fundraising update, membership update, memorial gifts and section news. Responsibilities for the recurring features include editing and writing copy.

The editor also writes two or three articles per issue, which involves gathering information primarily through telephone or email interviews. In particular, the editor always writes Online Extra, which is published exclusively on the website and features either a club member or scholarship recipient.

The editor sets the deadlines for copy and photographs, which is the middle of the month previous to the publication date. An email reminder is sent to the board and section heads about two weeks before the deadline, asking them to submit photographs and copy.

The editor also works with a graphic designer on layout for the newsletter. Our designer is Robert Waltz. Robert creates the newsletter's design and provides electronic versions of the newsletter for both print and the web.

The editor proofs and forwards the print version to University of Minnesota Print Services and the web version to UMWC's web manager.

In addition, the newsletter editor provides a report to the board for every board meeting and a summary of the year for the club historian.

Note: Out of pocket expenses related to the job may be reimbursed. Send the request for reimbursement along with receipts to the treasurer.

Nancy Kluver
Newsletter editor
June 2023