

## **SLCT Asides Editor Job Description**

Created June 12, 2012

### Primary Duties:

- Articles are to be given to Board Communications person and they will be forwarded to the Asides editor two weeks before the meeting so the editor has a week to put the newsletter together.
- It is not the editors' job to edit the articles. What is given to the editor is what goes in the newsletter unless some glaring mistake is caught.
- It is not the job of the editor to chase down articles. The Board knows the deadline.
- The newsletter is sent out in PDF format (as all should be able to open that) one week before the meeting. The editor uses the web site mailing list.
- A regular format is sent to the webmaster so he may take out phone numbers or whatever should not be made public before posting to SLCT website.
- If someone does not have e-mail then a copy is mailed to them.
- Occasionally there will be something that needs to go out in addition to the regular newsletter. When this happens, the procedure is the same.