

NEW NEIGHBORS LEAGUE

Job Description

TITLE: PROOFREADERS, THE SANDDOLLAR

Date: February 2012

BASIC DUTIES:

Proofread first draft of The Sanddollar for all grammatical, typographical and content errors. Then return first draft to the Editor noting any errors found.

SUPPLIES:

Dictionary
Job Description

ASSISTANCE RECEIVED:

Area Manager, President, Editor, Assistant Editor and Advisor (*Corpus Christi Chapter currently has no Area Manager.*)

ASSISTANCE GIVEN:

Editor and Assistant Editor

FUNCTIONAL PERFORMANCE

A. Board Responsibilities

1. Attend all President's meetings, all NNL Board meetings, Welcoming coffees, and monthly luncheon.
2. Provide a total of three (3) covered dishes for the coffees. (If unable to attend you may either send your dish with someone else, pay \$10 per dish so the coffee committee can find an alternate provider or purchase food items for the coffee. Otherwise, you will be billed \$10 per dish.)
3. Donate one (1) door prizes with a suggested value of \$20 for one of the luncheons.
4. Update job description using standard format attached at end of six-month term. Make one copy and highlight any changes.

B. Duties

1. Have all the Sanddollar articles/information proofread and back to the Editor by the deadline which the Editor has set. Proofread for all grammatical, typographical and content errors.

C. Budget

New Neighbors League is a **not-for profit** organization; we are **not tax-exempt**.

The Sanddollar Editor will be in charge of the Sanddollar staff's spending but if you are asked to purchase supplies you must keep any receipts and forward them to the Sanddollar Editor to turn in to the Treasurer for reimbursement.

- No purchases are allowed before you receive your budget from the Treasurer.
- Each proposed expenditure in excess of \$50 requires Board approval.
- Purchases of any item not included in your supply list or in your budget need Board approval prior to purchase.

D. Organizational Relationships

1. Area Manager President
Direct all questions for resolution
2. Editor Assistant Editor
Works with the Editor in layout of the Sanddollar
4. Advisor
Is an ex-officio member of your committee and is apprised of all meetings, correspondence and concerns. Provides assistance as necessary.