

# NEW NEIGHBORS LEAGUE

## Job Description

**TITLE:**     SANDDOLLAR EDITOR

**DATE:** APRIL 2012

### **BASIC DUTIES:**

Collect and insert information in The Sanddollar format using Microsoft Publisher. Edit articles for grammatical and/or spelling errors.

### **SUPPLIES:**

Microsoft Publisher 2.0 software discs and book  
Procedure Folder  
Job Description

### **ASSISTANCE RECEIVED:**

- A. Information: President, Vice President, Secretary, Club Coordinator, Sunshine Chair, Coffee Chair, Ways & Means Chair, Membership Chair, Database Chair, Club Chairs
- B. Production: Editor

### **ASSISTANCE GIVEN:**

Proofreaders

### **FUNCTIONAL PERFORMANCE:**

- A. Board Responsibilities:
  1. Attend all Presidents' meetings, all NNL Board meetings, Welcoming Coffees, and monthly Luncheons (Notify your Advisor if you are unable to attend these events.)
  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 and alternate provider or purchase food items for the coffee. Otherwise you will be billed \$10 per dish.)
  3. Donate one door prize with the suggested value of \$20 once each term for the luncheons.
  4. Update job description using standard format attached at end of six-month term. Make one copy and highlight any changes.

5. At the end of your term, please plan to meet with your replacement to review the job description. Please plan to mentor that person through their first month on the job.

B. Duties:

1. Attend the Inboard/Outboard meeting to inform staff members of each other's deadlines to ensure The Sanddollar reaches the printer in time for mailing.
2. Go to Mail and Stuff Printing Services and identify yourself as the newsletter Editor for the next six months. Inquire about current prices, cover cost, variations on color, cost for printing approximately 225 issues, flat rate cost to fold, staple, collate, mail, etc.
  - Paper Size: 4 - 11 x 17 folded in half, double sided, 16 pages
  - Check with the treasurer to see that billing (shown on the invoice that she receives) is in keeping with prices quoted to you at the beginning of your term.
3. At the first Board Meeting in your term, assess which Board members will be submitting information to you. Board members who have computers are encouraged to email you. NOTE: it is important that you use a virus protection program for your computer if you accept disks from anyone.
4. FORMAT:

The editor is responsible for the content of The Sanddollar. The final product must fit the correct format with the least amount of wasted space. The editor has the final authority on the appearance of The Sanddollar. She is the one ultimately responsible for its overall appearance.
5. CONTENT ORDER:

The following is the suggested order of content by heading and page number. The placement of some of these are according to National guidelines. If it is necessary to move these, check the guidelines in your editor procedure folder or check with the Area Manager. (Some of the content is not listed as it is frequently moved around.) The Editor will complete the TABLE OF CONTENTS since you are the final person to assemble the material. ([Corpus Christi Chapter currently has no Area Manager.](#))

  - a. Cover with monthly holiday or activity graphic or Rose of the Month
  - b. PAGE 2 – NNL HEADQUARTERS / NNL GENERAL INFORMATION, EDITOR INFORMATION, TABLE OF CONTENTS
  - c. PAGE 3 – PRESIDENT'S MESSAGE
  - d. PAGE 4 – SUNSHINE COLUMN
  - e. PAGE 5 – MONTHLY LUNCHEON MINUTES
  - f. PAGE 6 – MEMBERSHIP INFORMATION, IMP INFORMATION
  - g. PAGE 7 – COFFEE & LUNCHEON INFORMATION
  - h. PAGE 8 – NEW MEMBERS' BIOGRAPHIES, FLEX PAGE

- i. PAGE 9 – CLUB ACTIVITIES
  - j. PAGE 10 – CLUB AND ACTIVITY DESCRIPTIONS
  - k. PAGE 11 – CLUB AND ACTIVITY DESCRIPTIONS
  - l. PAGE 12 – BULLETIN BOARD, FUN & FRIENDSHIP AWARD, MONTHLY BIRTHDAYS
  - m. PAGE 13 – NNL BOARD & ADVISORS
  - n. PAGE 14 – MARK YOUR CALENDARS, IMPORTANT DATES, DIRECTORY CHANGES, SUBSCRIPTIONS
  - o. PAGE 15 - MONTHLY ACTIVITY CALENDAR
  - p. OUTSIDE BACK COVER – MEMBER ADDRESS & POSTAGE, FLEX PAGE
6. Return Address for THE SANDDOLLAR:  
The address will be the PO Box. Make sure the outside back cover and the Subscriptions Renewals and Change Form reflect this.
7. ART ILLUSTRATIONS:  
The Editor may use cover and clip art appropriate for the season or event. When designing the cover of The Sanddollar and choosing art, please keep these points in mind.
- a. The cover sets the tone for activity, month or season.
  - b. Religious themes are not appropriate since this is a social club and there are many different religions.
  - c. The cover must include:
    1. Title of the newsletter – The Sanddollar
    2. NEW NEIGHBORS LEAGUE
    3. CORPUS CHRISTI, TX
    4. A drawing of the Sanddollar
    5. The month and year
8. The Editor calls the Database Manager to get the mailing list for the month.
9. The final copy is sent electronically using email to Linda Hite at [mailandstuffprinting@gmail.com](mailto:mailandstuffprinting@gmail.com) with Mail and Stuff Printing. It is also emailed to the Database Manager to send out the email copies to the general membership.
10. Mail and Stuff will print, seal and mail out printed copies to the NNL membership. They will mail the invoice to the PO Box and the Treasurer will make payment to the printer.
11. EDITOR’S COPY OF COMPLETED NEWSLETTER:  
Retain the Editor’s Copy in a file by month and year to pass on to the next Editor. Keep 24 months on file.