

## **The Polish Genealogy Society of Minnesota (PGS-MN) Newsletter Committee Chair - Job Description**

The Newsletter Committee Chair oversees the production of four issues of the PGS-MN membership newsletter each year (published in March, June, September, and December).

### ***Interests/Skills/Talents:***

- Member in good standing of the PGS-MN
- Skilled in (or willing to learn) use of software programs
- Strong organizational skills
- Skilled in accuracy, formatting and able to meet deadlines

### ***Responsibilities:***

1. Hold newsletter committee meetings to determine content and timelines for the newsletter, as well as division of the work among committee members.
2. Oversee the development of four quarterly editions of the newsletter:
  - a. Proactively search and review material for inclusion.
  - b. Seek a variety of content for optimal reader response.
  - c. Write or solicit authors to write content that is relevant to PGS-MN.
  - d. Request reports or information from the Board of Directors and other committee chairs that might be included in the newsletter.
  - e. Respond to reader comments, inquiries and feedback in a way that strengthens the PGS-MN relationship with our audience.
  - f. Develop and implement strategies to maximize impact and resonance of content (articles, photos, etc.).
  - g. Complete publication within scheduling deadlines, ensuring that each issue meets style, quality, and accuracy expectations.
  - h. Ensure that there is committee review and proofreading of the newsletter before sending out to print.
  - i. Send the newsletter to the printer and mail to the membership list.
  - j. Maintain current mailing list from the membership chair.
  - k. Send electronic copy of each newsletter to the [pgsminnesota@gmail.com](mailto:pgsminnesota@gmail.com) email address so it can be entered on the website.
3. Include upcoming program topics/speakers in the newsletters.
4. Submit proposed newsletter expenses for the next year's budget to the Treasurer.
5. Monitor expenses throughout the year, send invoices to the Treasurer for payment.
6. Provide a report of committee work for Board of Director meetings, either in person or by written report.

September 2021