

The Polish Genealogical Society of Minnesota (PGS-MN)
Newsletter Committee Chair - Job Description
December 2025

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 a variety of software programs
- Strong organizational skills
- Skilled in accuracy, referencing copyrighted material, formatting and able to meet deadlines

Responsibilities:

1. Hold Newsletter Committee meetings each quarter to determine content and timelines for the newsletter, as well as division of 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 (and addresses PGS-MN values and goals).
 - 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 it out for printing.
 - i. Obtain current mailing list from Membership Chair (which includes members and organizations receiving the newsletter)
 - j. Send a pdf version of the newsletter to the printer along with the current membership mailing list, including "Comp" and "Exchange" organizations.
 - k. Send an electronic copy of the newsletter to the Website Chair and the Membership Chair within one week after the newsletter is finalized.
3. Include upcoming Program Meeting topics/speakers in the newsletters.
4. Monitor postage and printing cost changes, informing the Board at quarterly meetings. Submit proposed newsletter expenses for the next year's budget to the Treasurer and President by early December.
5. Monitor expenses throughout the year and assure the Treasurer receives invoices from the printer for prompt payment.

6. Provide a written report on committee work to the Board of Directors at least one week prior to board meetings.