

**BANDON LIBRARY FRIENDS AND FOUNDATION
(BLFF)
VOLUNTEER POSITION DESCRIPTION**

1. Position Title

NEWSLETTER EDITOR

2. Work Location

Most activity will be on your own at home. Meetings of the BLFF, which may be attended, are monthly in the Sprague Community Room at the Library.

3. Purpose of the Position

The BLFF Newsletter Editor's mission is to publish a quarterly newsletter pertaining to events and news of the Bandon Library Friends and Foundation. The newsletter is distributed to BLFF members and copies are available at the library.

4. Responsibilities and Duties

- Create a quarterly newsletter reflecting BLFF activities and news, assuring that publicity for BLFF events, especially fund-raisers, is included in each newsletter.
- In consultation with the Board, determine the format of the newsletter.
- Solicit and gather articles from the Board and members, providing them with a due date which is generally the 15th of the publish-months of March, June, September and December.
- Write an article or editorial for the newsletter.
- Select and edit submitted articles for content, format, length, etc.
- Recruit a team to provide proofreading and review assistance.
- Create an annual budget for newsletter printing.
- Put the newsletter in a format, usually pdf, which can be accepted by the selected printer.
- Select and continue to evaluate the newsletter printing services.
- Organize the folding, labeling and mailing of the newsletter using the Board and members as needed to assist.
- Get printed mailing labels and a count from the Membership Committee.
- Provide an electronic copy of the newsletter for the website.

5. Qualifications

- An organized person who wishes to promote and support the mission and goals of the Bandon Library Friends and Foundation.
- The ability to maintain contact, via phone and email, with BLFF members and BLFF Board members.
- Ability to use software applications like word processing and publishing to create the newsletter and distribute an electronic copy.

- Good writing and communication skills.

6. Commitment Expected

During the publishing months of March, June, September and December, it is likely that 20-40 hours is required to author, assemble, edit, etc. the newsletter. The labeling and mailing takes about 2 hours quarterly. Attending BLFF Board meetings is recommended and takes about 2 hours monthly.

7. Training

- BLFF President or designate will assist the volunteer in obtaining the necessary training and documentation.

8. Other

Below is a general description and documentation of the newsletter editor's concerns and duties in 2013:

Generally speaking the newsletter is typed/published in format that can be saved in PDF format for easy handling by the current printer, Pat at Pat's Printing. This format is universal and is easily sent for review via e-mail. The editor is responsible for gathering articles. Publication format has been on 8 ½ by 14 (legal size) of white or colored paper. The editor chooses the color and requests it from Pat's Printing. Colors are limited as the paper stock availability is minimal and dwindling.

Current standard articles include notes and comments by the BLFF president and the library director. The editor also writes a column on what they deem pertinent. Other articles include dates and titles of activities supported by BLFF as follows: Movie Night, Travel Night, Author Night. If a computer class is being taught the schedule is published. Book reviews from public reviewers or local members are welcome. Notice of the booksales are published. Care must be taken to represent BLFF properly where funding is concerned as BLFF is a not for profit organization. Board meetings are a good source of what should or should not appear in the newsletter.

Printing schedules depend on when BLFF members would like to see the letter generated. Currently it's a quarterly edition designed to support the two main fundraising events (book sales) in July and December. Because the booksale notices should be printed a month in advance of sale, the July sale is printed in the third quarter edition, but for the December booksale a special postcard goes out in November. Spelled out, printing is done by end December, end March, end June, and end September. Typically the editor requires articles from chairs and directors by the 15th of publish month. It is advisable to submit a preview to editing members of the board prior to sending to the printer, who prints and delivers to the library by the Monday before the monthly meeting. After the monthly meeting, members help to assemble the newsletter folding pages and affixing mailing labels provided by the membership chairman. The current treasurer takes the newsletter to the post office for verification of the postal license prior to mailing. This license must appear on the outer page in the upper right hand corner on the same page that labels are affixed.