



POSITION DESCRIPTION

1. POSITION IDENTIFICATION

Title _____ Newsletter Chairperson _____

Functional Area _____ Member Communications _____

Reports to _____ Board of Directors _____

2. POSITION OBJECTIVE

Responsible for composing, editing and emailing monthly newsletters to members and MSEA interested parties on the first of the month in May – December of each year, with an abbreviated communication in April and other emails to members as needed. Works closely with Education Committee and other committees to provide advertising and informational emails to support various committee events. Sends email to board on the 21st of each month to request information for the next newsletter. Emails a draft of the newsletter to key board members and president for review two to three days prior to the first of the month.

3. COMPETENCIES REQUIRED

The following competencies are required for this position:

Communication	Yes
Team work	Yes
Problem solving	Needed when editing non-standard formatted documents for newsletter, and resolving conflicts between committee members.

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**5. PERSON SPECIFICATION
QUALIFICATIONS/KNOWLEDGE/EXPERIENCE**

Qualifications – Desirable: Be the past president

Knowledge, Skills & Experience (Essential):

Knowledge, Skills & Experience (Desirable):

6. ORGANIZATIONAL RELATIONSHIPS/AUTHORITY

ORGANIZATIONAL RELATIONSHIPS

Reports to: President

Manages:

Internal Contacts:

External Contacts:

ORGANIZATIONAL AUTHORITY

Decisions made in the position: The PLM Meeting when to hold it.

Decisions referred:

8. GENERAL RESPONSIBILITIES

To be a point of contact for the president to share the knowledge learned during tenure.
To support the board and membership as an officer. To arrange the PLM meetings for

the year.