



Bulletin Editor SIR's Branch 37

Position Responsibilities for Chair

Date 2/8/16

See separate position description for Bulletin Editor Assistant

Technical Requirements:

- Must have access to a computer with Microsoft Windows
- Must have a copy of Microsoft Publisher and be able to use it

Monthly Timetable:

- Luncheon Meeting (first Thursday)
 - Take notes
 - Be sure someone is taking photos
 - Know what is on next month's Luncheon menu (Elks)
- 10th – Input from contributors received
 - Required: photos, Big Sir, Sir of the Month, Speaker, Attendance, Data Base
 - Occasionally: new members, deceased, activities, social committee
- Approximately 14th (Depending on input and weekends)
 - Bulletin Complete
 - PDF file sent to "Printmasters"
- Approximately 17th (depending on weekends and supplier)
 - Email from "Printmasters" saying printed bulletins are ready
 - Send email to Assistant Bulletin Editor telling him that printed bulletins are ready to be picked up. Attach PDF version of the bulletin to this email.
- Approximately 20th (targeting one week before BEC meeting)
 - Assistant Editor sends out printed and electronic versions of the bulletin

General Responsibilities:

- Monitor that input is received from all required contributors.
- Check to see if there is special or annual information that should be included
- Edit input for spelling, punctuation, and appropriateness (generally the editor does not create original content)
- Fill extra space with quotes, facts, articles, photos, etc.
- Create bulletin in Microsoft Publisher within required timeline.
- Communicate with contributors, printer, and Assistant Editor as necessary.
- Convert bulletin to PDF file and send to printer and Assistant Editor.