

Newsletter Editor, *Metamorphosis*

Approved June 2009, reviewed July 2010, reviewed and revised May 2015

Purpose: On a monthly basis provide current information of activities, events, topics of interest and concern to members/attenders of Bellingham Friends Meeting.

Ongoing Responsibilities:

- 1 Attend Meeting for Business with Attention to Business to receive and collect relevant information.
- 2 Maintain the calendar of upcoming events, as this information emerges.
- 3 Compile information, making appropriate emphasis of important items.
- 4 Arrange for printing of Newsletter and mailing.
- 5 Purchas appropriate supplies and keep records for reimbursement from treasurer.
- 6 Mail newsletter electronically or by postal service within 10 days of the Meeting for Business.
- 7 Update mailing/email list per the guest book entries.
- 8 Communicate with e-news editor about any in-depth article so a *heads up* can be mentioned in the e-news prior to delivery of the *Metamorphosis*.

Note: Per April 2016 Nominating Committee report, *Metamorphosis* will be published bimonthly. This job description to be updated.