

Job Description for NC DKG News Editor

I. Qualifications

- A. Is an active member in the Society and supports its purposes and mission.
- B. Has had leadership experience at the state and/or chapter levels.
- C. Maintains and utilizes a working knowledge of the Society governing documents.
- D. Demonstrates effective interpersonal, communication, and time management skills.
- E. Utilizes professional composition and computer skills, and keeps abreast of technological advances.
- F. Has skills in writing, editing, publishing, photography, design and layout.
- G. Has a working knowledge of spreadsheets, word documents, and presentation/meeting software (e.g. Google Apps, Excel, Word, Powerpoint, Zoom).
- H. Has the capability to scan and copy materials, upload, download, and transfer files electronically.

II. Duties

- A. Works directly with the NC DKG Executive Committee (state officers) for all newsletter related matters.
- B. Collaborates with other related personnel, committee chairs, and the Executive Board to ensure effective communication throughout the membership.
- C. Prepares and publishes the *NC DKG News* as established in the *NC DKG Bylaws*.
- D. Preserves a digital file and a print copy of each issue of *NC DKG News*.
- E. Organizes, maintains and shares current email distribution lists of NC DKG officers, Society leaders, committee members, chapter presidents, regional directors, past presidents, and chapter representatives.
- F. Prepares the NC DKG Convention program and the Ceremony of Remembrance booklet in collaboration with the Membership/Expansion Committee
- G. Reviews the publication process and costs each year and makes recommendations to the NC DKG President and Finance Committee as appropriate.
- H. Maintains expense records and submits bills for reimbursement.

III. Reporting

- A. Prepares and presents an annual report for the state convention, Executive Board meetings, and other times as requested by the Executive Board
- B. Presents communication information for new chapter officers during the New Leader Training in even-numbered years.

IV. Serving

- A. Prepares and presents communication sessions for chapter editors and webmasters as requested by the President.
- B. Acts as a liaison between state and chapter officers, committee chairs, and regional directors providing continuity during each biennium and during leadership changes.
- C. Works in collaboration with planning teams to prepare for NC DKG meetings [convention(s), Executive Board meetings, etc.]
- D. Serves *ex officio* with vote on the NC DKG Communications and Marketing Committee and *ex officio* without vote on the Executive Board.

V. Responsibilities

- A. Monitors and reports to the President under-involved chapters (e.g. poor response rates, poor meeting attendance, late reports, etc.).

3/2/2021

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Personnel

- B. Attends state, regional, and International meetings, workshops, and other events regularly, highlighting the participation with photographs and summaries.
- C. Attends an International Convention training session once in her tenure.
- D. Files an Emergency Plan with the Personnel Committee to allow retrieval of the Society property in the event of her death or inability to perform her duties.