

## **Association of Legal Administrators Metropolitan Detroit Chapter**

### **Position Description for NEWSLETTER EDITOR**

#### **Qualifications**

The Newsletter Editor shall be able to make a one-year commitment to the Association and meet the regular membership qualifications of both the Metropolitan Detroit Chapter and the Association of Legal Administrators.

#### **Basic Functions**

The Newsletter Editor is a non-voting member of the Board and shall attend each Board meeting and as many Chapter functions as possible. The Newsletter Editor shall be responsible for promoting the Chapter through written materials.

#### **Specific Functions**

1. Form a committee and work with said committee members to prepare and distribute the Chapter newsletter.
2. Solicit articles and features that will work to benefit Chapter members from members and other sources.
3. Work closely with the Director of Business Partner Relations to obtain paid vendor advertisements for the newsletter.
4. Be actively involved in the production of all written materials promoting the Chapter and work closely with the Board member responsible for marketing and shall be responsible for the continuous improvement in the quality and utility of such materials.
5. Complete all forms related to the ALA newsletter awards.
6. Determine the final content, copy, and layout of each newsletter.
7. Receive "Editor" newsletters from other chapters and shall forward copies of our Chapter newsletter to the following:
  - a) Current Chapter Members
  - b) Current Region 3 Officers
  - c) Editors of ALA's *Legal Management* and *ALA News*
  - d) Region 3 Team
  - e) Non-member Newsletter Contributors
  - f) Business Partners and sponsors who have advertisements in *The Agenda*.
8. Review editor options every 3-5 years.

#### **Newsletter Committee**

The Newsletter Committee shall find articles, either originals or those printed in other publications (for which reprint rights must be obtained); encourage Chapter members to contribute to the newsletter; and solicit feedback and suggestions regarding content, layout and other technical aspects of the newsletter.

#### **Website**

1. Review the newsletter section on the website for necessary changes.
2. Forward an electronic copy of the newsletter to the Website Coordinator.
3. Keep current the website information related to writing articles.

- a) Who can write articles?
- b) Specifics about document length, etc.
- c) Deadline dates for submission of articles.
- d) Expected delivery dates.
- e) Topic issues.

**Records/Information to retain and provide successor:**

1. Newsletters published during the year.
2. Information regarding potential future articles.
3. Newsletter contact information.