

Chair Descriptions

Newsletter Editor

The Newsletter Editor is to send out a WCOF newsletter monthly within one week of the General Monthly Meeting.

- By email blast to all WCOF members who have email addresses
- Printed and mailed to those who do not have email addresses
- By email blast to all on our WCOF newsletter list
- To those on the Orange District, CFWC, and GFWC who are determined they should receive our monthly information

The Newsletter Editor is to include in the monthly newsletter:

- Day, Time and Location of the General Monthly Meeting
- Program and/or speaker
- Bring any items we are currently collecting to the meeting
- Any announcements given by Executive Board and/or Chairs
- Attach previous General Monthly Meeting Minutes
- Attach any flyers and/or other needed material to send out

The Newsletter Editor is to maintain the WCOF newsletter list of non members.

- Over the years we have acquired names of those who would like to be on our monthly newsletter list.
 - o Add new sign-ups to this list as they are aquired
 - o Add guests who attend our WCOF General Monthly Meetings
 - o Add WCOF members who have been dropped from our membership
 - o Delete those on the list that become WCOF members
 - o Any time we are at an event where names can be aquired to add to this list always check with those in charge to make sure you receive it
 - o So in other words this list must be revised monthly as needed

The Newsletter Editor is to receive from the Membership chair a new WCOF Roster every month there are any changes in contact information and/or new members added.

- The Newsletter Editor is to inform the Membeship Chair any time any email addresses are bounced back as incorrect address so that she can contact the member to correct it

The Newsletter Editor shall attend all monthly General Meetings, and Board Meetings, to keep informed of WCOF activities. If you can not attend one of the meetings report out to the Dean of Chairs and ask if there is anything you missed needing to be in the newsletter.

Note: when a chair or co-chair is not actively engaged in her position she will be asked to step down.