

**PORTLAND BEAD SOCIETY
STANDARD OPERATING PROCEDURE
NEWSLETTER EDITOR**

- The Newsletter Editor, in accordance with the PBS By-laws, shall:
 - Determine and announce deadlines for submissions to the PBS newsletter.
 - Except for advertisements, edit all submissions for the newsletter and postcard.
 - Submit all edited materials to the Newsletter Publisher for publication in the newsletter and postcard.

- As a Board member, Newsletter Editor shall:
 - Comply with the PBS by-laws.
 - Adhere to the PBS Code of Conduct and to the provisions outlined in the Board-approved modification of the “Internal Revenue Service Good Governance Document”.
 - Write and/or update the Standard Operating Procedure for this position.
 - Prepare an annual budget to be presented at the yearly Budget Meeting. Be responsible for the budget for the position. All over expenditures will be brought to the Board for review and approval. All receipts, invoices and expenditures will be documented in accordance with PBS financial procedures.
 - Attend Board and General Meetings on a regular basis. Arrange for a substitute at these meetings when appropriate.

- The Newsletter Editor shall:
 - Work with the Newsletter Publisher to determine deadlines for submission of material for newsletters and postcards and publish these deadlines in the PBS newsletters.
 - Send email reminders to PBS Board members as deadlines approach; remind Board members at the Board meeting prior to each applicable deadline.
 - Request and receive a current membership list from the Membership Coordinator.
 - Receive submitted material for publication in newsletters and postcards.
 - Notify each sender of receipt of material and copies the Newsletter Publisher on these emails.
 - Edit submitted material for:
 - Spelling errors; as needed, this includes verifying spelling of members’ names by reviewing current membership list.
 - Errors in syntax, sentence structure, and grammar.
 - Clarity of content.
 - Contact, as necessary, authors of material (e.g., articles, announcements, application forms) to clarify meaning when this is unclear.
 - Make necessary changes and email edited material to the Newsletter Publisher within 7 days of the Editor’s deadline.

- The Newsletter Editor shall maintain all PBS owned equipment in good working order and inform the Board of any maintenance issues.

- The Newsletter Editor shall maintain a back-up as specified in the Records SOP.
 - Archive all edited submissions on CDs.

- When leaving this Board-appointed position, the Newsletter Editor shall deliver all documents, materials, and equipment pertaining to this position to the succeeding Newsletter Editor within 30 days. All PBS-owned equipment shall be handed off in good working order including hardware and software.

Adopted by the PBS Board
October 18, 2011