



Longmont Genealogical Society

QUARTERLY EDITOR: Volunteer Coordinator, Appointed
(Longmont Heritage)

Editor's Job Description:(As defined in By-laws and Standing Rules - see longmontgenealogicalsociety.org/LGSBy-laws.pdf or longmontgenealogicalsociety.org/SR2023.pdf):

The Quarterly Editor appoints and manages a staff for the creation and production of a periodic (quarterly) newsletter in furtherance of the objectives of the Society. The Newsletter shall provide information and news about Society activities, including information about genealogical techniques and methods, and articles and other materials of general interest to and for the entertainment of the Society's members.

Editor's Responsibilities:

Job Responsibilities of the Quarterly Editor:

1. Solicit articles that fulfill the objectives of the Society. All submissions should be acknowledged.
2. Coordinate with the Quarterly staff to produce the newsletter.
3. Read the content and select articles to be used in order to balance content. Edit for consistency of style and tone.
4. Correct spelling, punctuation and grammatical errors.
5. If necessary, ask the writer questions for clarity and rewrite text.
6. Work with writers to help their ideas and stories succeed.
7. Verify facts cited in material for publication.
8. Add space, within the text, for photos and illustrations that make up a story or content.
9. Distribute the electronic copies of the Newsletter to the Society's members, arrange for the printing of copies for subscribing members and courtesy copies and for their distribution.
10. Appoint members of the Quarterly Staff, as needed.
11. Attend Society Board meetings, as needed for effective communication with the Board.
12. Submit budget needs in December to the Budget Committee for any funds needed.
13. Prepare an annual report to the President and for the Editor's successor.
14. Turn over materials and information pertaining to the position to the Editor's successor.

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QUARTERLY STAFF:

The Quarterly Staff can include:

1. **Co-editor(s)** who will share the editing and collection of articles.
2. **Proofreaders** for proofing the edited material at any stage of newsletter preparation, re-checking punctuation, sentence structure and clarity. They will also check the newsletter's visual organization (layout, spacing, same font, etc.) before printing and distribution.
3. **A Circulation Manager** will prepare the newsletter to mail and take it to the post office. (See CIRCULATION MANAGER Job Description.)
4. **Reporter** will write summaries of the Society's projects and events.
5. **Data Entry Person** who can assist in layout, formatting, and final preparation.

Responsibilities of the Quarterly Staff:

1. Quarterly staff will assist the Quarterly Editor to prepare the *Longmont Heritage* for the use and benefit of LGS members every three months: Feb., May, Aug. and Nov.
2. If staffing and time is limited, and the need for a less frequent publication appears necessary, this should be communicated and discussed with the Board,
3. The Quarterly staff will submit a payment request form for sufficient funds to cover printing and postage, or to pay those expenses, for courtesy copies and those persons who have subscribed to receive the *Heritage* in printed format.

Quarterly Staff Computer Skills Needed:

1. Knowledge of document formatting software.
 - a. Formatting: spacing, margins, alignment, columns, indentation and lists.
 - b. Inserting: symbols, images and shapes.
 - c. Review: spelling and grammar.
 - d. Adding and working with graphics and captions.
 - e. Various fonts and sizes, using tables, borders & bullets.
2. Familiarity using contact lists and attaching files in Gmail.