

Camera Club of Hendersonville

Job Description

Newsletter Editor

The CCoH Newsletter Editor will report to the Chairman of the Steering Committee and work with the other members of the Steering Committee to produce a newsletter that records the activities of the club and includes member provided content.

Typical Tasks:

- Arrange and edit member supplied content. Include club activities keeping duplication with the website to a minimum.
- Will Include, but is not limited to, the following newsletter subjects: the CCoH logo; the dates, location, and times of meeting; the purpose of the club; contact phone numbers; Chairman's Message; past CCoH and PSA events; upcoming activities of the CCoH; competition results; member commentaries; instructional material; any other topic of photographic interest.
- Use the PSA Judging Standards to style the format and content of the Newsletter

Qualifications:

- Have good working knowledge of a type of publishing software
- Regularly attend club meetings
- Have good writing and editing skills

Revised 04/12/2019