

## **Governor Community League Board Position: Newsletter Editor**

**Governor Community League is searching for an individual to take on the board member role of Newsletter Editor. As with all board member positions, this one is flexible in that the candidate is able to perform the responsibilities of the role during time that best fits their own schedule.**

**The newsletter is a staple of the Grovenor Community and has been in circulation for many years. It is published quarterly (March, June, September, and December), to coincide most effectively with relevant/seasonal community league events (e.g. Summer Programs, Fall Fest, AGM, Ice Rinks, Soccer, etc.).**

### **POSITION RESPONSIBILITIES**

- To compile an attractive and aesthetically pleasing newsletter for community circulation.
- To ensure publication of the newsletter on a quarterly basis (March, June, September, and December).
- To procure information on community programs to distribute to the community through the newsletter.
- To recruit advertisers to show the support of community businesses and to offset the cost of newsletter production.
- To invoice advertisers, maintain accurate records, and submit payments to the Treasurer.
- To arrange for printing of the newsletter (drop-off and pick-up).
- To arrange for distribution of the newsletter by counting them out, dropping them off, and providing support to volunteers.

### **NEWSLETTER PURPOSE**

- Highlight community league programs and services, and to inform the community of the day-to-day affairs of the Grovenor Community League Board.
- Provide a space for community members and youth to connect with the general community, including such things as giving notice of private or individual services being offered, such as babysitting, dog walking, music lessons, and other local offerings.
- Provide a space for local advertisers to post and reach community members.
- Support local initiatives around the community such as bottle drives, fundraising, and neighbourhood events.
- Create a source of funding for the newsletter costs, and if possible, to provide additional funding to supporting community league initiatives, such as Fall Fest, community rink, and community garden.
- Create a stronger sense of community between Grovenor and surrounding areas.
- Increase transparency of community league operations.
- Community city wide initiative that affect the lives of Grovenor community members.
- Any other purposes which support the cohesion and wellbeing of the community.

### **CURRENT EDITOR PROCESS FOR PREPARATION OF NEWSLETTER**

This process is flexible and can be customized or varied to the new Editor's personal schedule. Improvements to the current process are welcome by the new Editor.

- Approximately one month prior to newsletter distribution:
  - Email reminders to the Board regarding board member newsletter submissions two weeks prior to deadline
  - Email reminders to past and prospective advertisers regarding ad placements, cost templates for ads, and any changes to ad costs.
  - Prepare New Templates for newsletter.
  - Review content/ad submissions and Format newsletter in .doc.
  
- Approximately two weeks before newsletter distribution.
  - Create .pdf copies of individual .doc pages.
  - Email-submit sequenced newsletter pdf pages to Minuteman Press with 1100 quantity.
  - Save all relevant copy material to dated folder.
  - Combine individual pages (free online pdf combiner) and submit to webmaster for posting to Grovenor.ca/newsletter.
  
- Week of newsletter distribution.
  - Pick up Newsletters from printer at 17862-106a Avenue. Takes approximately three days for newsletters to be printed.
  - Divide up Newsletters by route. Route map saved in community league documents, along with current newsletter distribution volunteers.
  - Deliver Newsletter by route to distribution volunteers.
  - Creates invoices for advertising and save in .pdf.
  - Email .pdf invoices to advertisers with .pdf copy of full ad page.
  - Maintain excel spreadsheet of invoicing and payment received.
  - Submit cheques to Treasurer.
  - Rinse and repeat
  
- Continuous tasks:
  - Periodically check with Free Grovenor Business community member and Babysitter ads for continuations of postings.
  - Periodically check with past and prospective advertisers about future ad placements.
  - Periodically check with community organizations about newsletter postings. E.g. schools, not for profit centers, community clubs, etc.
  - Monitor and record changes to quantity of newsletters for individual routes.

**Please contact any of the below emails if you are interested in the role:**

**communications@grovenor.ca**

**vicepresident\_2@grovenor.ca**

**vicepresident\_1@grovenor.ca.**

Note: Orientation to the current duties of the role is available by the outgoing newsletter director, Bill.