

**Position:** Newsletter Editor, Appointed by the Board of Directors

**Prerequisite:** Must be a member in good standing with the International and IMSA Ontario Trillium Section.

**Amount of Time Required for position:** Ten (10) to fifteen (15) hours per month. This does not include mandatory in person meetings, to be held four (4) times per year, the rest of the meetings would be held virtually. On site meetings are usually on half day each, virtual meetings are usually three (3) hours each.

**Duties:** Shall be responsible for the publication of the Newsletter. Currently it is published on a quarterly basis starting with the Winter issue. The issues are sent out to the members at the end of January, May, July and October. Articles for the newsletters are due fifteen (15) days prior to the published date.

Shall utilize the IMSA Ontario Trillium Section file server for all files, (currently Google Drive).

Collect and submit to the Treasurer all expenses for the Newsletter.

Liaise with the Newsletter publisher for any items related to the Newsletter content.

Liaise with the Newsletter publisher and other publishers to maintain a competitive cost when requested by the Board.

Attend Executive Board meetings.

Shall be responsible for equipment or software supplied by IMSA Ontario.

Shall prohibit the publication of articles or advertising, which in their opinion is unsubstantiated, or to the best of their knowledge is incorrect or misleading, unethical, inappropriate etc.

Shall attend as many technical sessions or functions as possible in order to maintain contact with the membership.

Shall solicit members and non-members for articles for the Newsletter.

Shall perform duties and responsibilities in accordance with the organization charter and by-laws.