

Newsletter Director

Responsibilities:

1. Serve as the Chair of the Newsletter Committee. Assign articles to be written. Decide the “theme” of each Newsletter. Determine deadlines for each issue. Distribute drafts of the Newsletter to proofing committee.
2. Serve as advisor to the Board of Directors in writing and/or soliciting contributions to the Newsletter for articles and advertisements.
3. Coordinate with the Newsletter Publisher on layout, content, and design of the Newsletter.
4. Oversee the publishing of the Newsletter each quarter.
5. Contribute expertise in all CARS+ publications: brochure, membership application, flyers, and other publications as necessary.
6. Work cooperatively with secretarial services for the distribution of newsletters and advertising.
7. Coordinate Board communication with the CARS+ website, and the updating of the website as necessary.