

KCYM JOB DESCRIPTION NEWSLETTER CHAIRMAN 2025-2026

Job Description: She shall be responsible for producing our Club's newsletter.

List of Duties:

1. **YOUR DIRECTOR IS:** Director of Communications
2. She shall attend the May, September and January Joint Board of Directors/Standing Committee Chairmen Meeting and all Business Meetings.
3. She shall set-up and complete the entire newsletter using the articles received from the Membership. An electronic version of the newsletter shall be sent to the President, President-Elect and Director of Communication and others as needed for approval prior to distribution to the membership.
4. She shall send an electronic version of the newsletter to the Contact Chairman and Website Chairman.

rev: 4/11, 3/2013, 2/17, 3/24,4/25

KCYM TIMELINE

Newsletter Chair

April

- Meet with your predecessor to learn about your job. Review Blue Instruction Book and Working Notebook. *See KCYM Newsletter Instructions for SET UP TO DO list.*

May

- Attend Installation Day Tea.
- Confirm list of committee members and prepare motion to approve.
- Attend Joint BOD meeting and read motion.
- Send e-mail reminder out a week before the June newsletter deadline to all Directors and Standing Committee Chairmen. Submission deadline is the *Friday before the first Wednesday Board Meeting each month*. Publishing deadline is the *Friday after that*.

June

- This is the first month of newsletter production. *See KCYM Newsletter Instructions.*
- **Send file each month to President, President-Elect, Director of Communication for approval.** Upload file to Contact Chair for electronic distribution on The Friday following the Board Meeting.

July

- No newsletter in July.

August

- Produce newsletter following procedures in June.

September

- Attend Reassembly Day Tea.
- Produce newsletter.
- Attend Joint BOD meeting and present first report.

October- December

- Produce newsletter.
- Attend Business meetings (none in December).

January

- Produce newsletter.
- Attend Joint BOD meeting and present mid-year report. Make sure to send copies as directed by President.

February

- Produce newsletter.
- Attend Business meeting
- Review and update job description and time line and submit changes to Director of Communications & President-elect

March

- Produce newsletter. Assist with Club Commitment Day as requested.
- Prepare working notebook to pass on to your successor; return “Blue Book” to President-Elect.
- Attend Business meetings

April

- Produce newsletter.
- Attend Joint BOD meeting and present final report. Make sure to send copies as directed by President.
- Meet with your successor.

May

- Produce newsletter.
- File a copy of all newsletters from the Club Year in the Club House Library.
- Get a copy of the Presidents’ Calendar when it is complete, for reference.

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