



Minnesota Peony Society

Newsletter Editor Duties and Roles

The Newsletter Editor is responsible for publishing a Minnesota Peony Society newsletter at least three (3) times per calendar year. The newsletter is a direct communication to membership on the current and past events of the society, the status of the society and other information that promotes the mission statement of MPS.

The Newsletter Editor is an officer and elected board member per MPS bylaws.

Any member of MPS who is interested in the position and can fulfill the duties of the position may be nominated for Newsletter Editor. Person should be familiar and have access to publishing software such as In Design, Publisher or Word and be willing to edit and write material.

- 1) Establish a schedule that facilitates the mailing of the newsletter at specific times. The newsletter should arrive to membership before each major event. These events include Winter Educational, Summer Flower Show and Fall Meeting/Auction. Schedule should include:
 - a. Deadline date for article submission
 - b. Date for final edits
 - c. When printer receives final copy for printing
 - d. Mailing date to membership
- 2) Establish content for each newsletter based on the feedback of the BOD and membership.
- 3) Solicit articles from the BOD and membership for inclusion. Articles examples include but not limited to:
 - a. President's Message
 - b. Calander of Events
 - c. Treasurer Report
 - d. Description of upcoming event
 - e. Results of past event
 - f. Peony culture info
 - g. Persons of interest
- 4) Layout newsletter in format that can be sent to printer.
- 5) Send final copy to printer for printing.
- 6) Work with Membership Secretary to receive list of members to be sent to printer for address.
- 7) Receive back printed newsletters and ask for volunteers to assist in the mailing.
- 8) Include 'Your membership expires on...' date to remind people to renew.

The newsletter may also be sent out digitally as a reminder for events. The news letter can also be a source for special announcements such as bylaw updates, registration forms for events and other special needs.