

Maxwell-Gunter Officers' Spouses' Club

The Briefing Editor

Job Description

Reports to the President

- Read and comply with MGOSC Expectations for All Board Members
- Design and layout the monthly MGOSC newsletter, The Briefing, September through May. If you wish to combine December and January into one newsletter, you may do so.
- Send out the monthly Briefing from mgosc.briefing@gmail.com.
- Send the Briefing on or before the 1st of each month.
- Send a second version, "scrubbed" of personal information (telephone numbers, personal email addresses and physical addresses) to the Social Media Chair for publication on website and Facebook.
- Use the membership list from the previous year on the gmail account to send an invitation to the first social of the year. This needn't be a full newsletter. A simple invitation will suffice.
- Get updated membership information from the Membership Chair and keep the membership updated in gmail. Keep in mind; membership lists can only include 50 members, so you'll probably have multiple groups to service the entire membership.
- Set a deadline each month for Briefing submissions. Send out a request for submissions to Board members.
- Send a copy of the Briefing to the President for review/edits before sending it out to the membership.
- At the end of the year, two sets of the entire year's worth of Briefings should be bound and given to the Historian for filing.