



## Skiwi Ski & Social Club EDITOR JOB DESCRIPTION

- 1) Seasonal Digital Newsletter. The newsletter used to be written and distributed monthly. Lately it has been more like once or twice a year. Each issue is pretty jam-packed with information about events and many great photos of the events. The editor's job is to pull all of the information, stories and photos together and compose a nice newsletter that can be distributed digitally (free) to all Skiwi Members.

Members who lead each activity should be willing to submit this information to you:

1. A brief story about the event including the location, time and date as well as the number of attendees and any highlights
  2. Pictures of the event. They can collect these from the attendees.
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- 2) File: Submit final copy to the Skiwi President with the Skiwi logo at the top of the document and maintain an electronic copy of each issue.