

VOTER EDITOR

Job Description

The Voter Editor serves under and answers to the Communications Chair who is a Board member. The Editor publishes *The Voter*. It is helpful but not essential that the Editor be familiar with League positions and principles. This is not a sensitive position with respect to the League's nonpartisan policy and all communications must be approved by the Communications Chair.*

GENERAL RESPONSIBILITIES

- Understands the duties of *The Voter* Editor.
- Attends monthly Board meetings.
- Designates a back-up publisher and trains that person as a successor.
- Delegates responsibility for all content to Board members and League members.
- Trains committee chairs responsible for article submission on the use of software for *The Voter*.
- Produces and maintains current policies, procedures, and guidelines for publishing *The Voter*.
- Maintains a library of past *Voters* for archiving.
- Hands over current updated job manual to successor.

SPECIFIC DUTIES

- The Editor publishes *The Voter* with accurate information of interest to members in a readable, well designed format. *The Voter* may also have information on Bay Area, State, and National activities when provided by the membership. This includes special or regular meetings, conventions, instructional programs, and other relevant information.
- Sets the deadline for receipt of copy at a regular time, except in emergencies.
- Receives from the following Board members articles for *The Voter*:
 - All:** Calendar items for the next month and early part of the following month.
 - President:** President's Message.
 - Secretary:** Board Briefs: summary of proceedings and actions taken.
 - Program:** Information on General Meetings for page 1 and program issues and special events at all levels of League
 - Action Chair:** Information on local, Bay Area, State, and National action. Calls for action, when timely.
 - Publicity:** Press releases.
 - Membership:** Lists of new members. New Member Meetings. Values of membership.
 - Study Chair** Articles recruiting members for study committees. Reports on study meetings, consensus reached, for page one.
 - Treasurer:** Acknowledgment of gifts by names of donors. Publication of Fiscal Report for previous year in *The Voter*, sometime between July 1 and October 30.
 - Voters Service:** Information on candidate forums, pros and cons, Speakers Bureau, voter registration, mock elections, and other election issues.

- Checks article submissions for grammar and spelling. Present information according to standardized set of guidelines.
- Gives a draft copy of *The Voter* to the President, and others as designated, for review.
- Publishes and distributes online *The Voter* monthly, except for two combined issues: July-August and December-January. Also mails requested paper copies to subscribers.

*See LWVA website for Non-Partisan and Diversity Policies.

Adopted March 19, 2015