

Position Title: Newsletter Committee Chair

Term of Office: Minimum one (1) year term with option for subsequent terms, as appointed by the President.

Responsibilities:

- I. Coordinates with President, Membership Chair, CERP Secretary, Publicity Chair, and other contributors to collect content and create OLCA newsletter by deadline at least 4 times per calendar year.
- II. Sends the Newsletter via email to President and designated editor if applicable, for editorial review. Makes any requested changes and publishes to OLCA members upon notification of final approval.
- III. Submits approved newsletter to Website Editor for posting to website within one month of the designated meetings.
- IV. Accepts advertisements as space allows (1/8 of page, maximum 6 lines for \$25.00 per ad. Payment to OLCA must accompany the ad. Ad and advertiser must comply with WHO Code.)
- V. Selects members to assist with newsletter as needed

Meeting Attendance:

1. Membership meetings
2. Board Meetings as requested