Welcome Mat Editor
Executive Board Position
2017-2018

Summary
The Welcome Mat Editor produces the Club's monthly newsletter for printed and online publication.

Position Requirements
- Strong computer skills
- Previous experience with desktop publishing or willingness to learn Publisher software
- Adequate time to produce Welcome Mat each month

Responsibilities
Send monthly reminders for Welcome Mat submissions to the President, Meeting Director, 1st Vice President – Membership, 2nd Vice President - Programs, and all interest group chairs. These reminders are sent near the end of each month. [Welcome Mat submissions must be received by the first of the month preceding the Welcome Mat publication date. For example, submissions for the July welcome Mat must be received by June 1.]

Monitor submissions from interest group chairs to be sure none are missing, sending second reminders when needed. All interest group meeting information should be received through the online system.

Use recent newsletters as a template and Publisher software (or a comparable program) to edit and produce the Welcome Mat, revising submissions as needed to assure a consistent format.

For each new issue of the Welcome Mat:
- Update the coming month's meeting information for all interest groups
- When necessary, contact the appropriate interest group chair to resolve any questions or problems related to Welcome Mat submissions and/or edit content as needed
- Revise table of contents
- Update calendar page
- Update information about upcoming general membership meeting on reservation page
- Update information about next board meeting on front page
- Change headings, volume number, and page numbers
- Re-format layout as necessary to add one-time articles or events
- Export file into PDF format and send to proofreaders, then to Calendar Chair

After new issue has been reviewed:
- Make changes as needed in Publisher format and export as PDF
- Upload PDF to the website
- Create a JPEG file of first page and upload as an image of the current issue

Notify the Weekly Bulletin Chair and the VP-Membership that new Welcome Mat has been posted to the website. This notification prompts the VP-Membership to send the Welcome Mat

mailing list to the printer. It also prompts the Weekly Bulletin Chair to send an e-blast announcing the publication, with a link to the new issue.

Send both the Publisher file and a PDF of the new issue to the printer through their website [files are too large to send through email].

Reminders
All expenses must be submitted and reimbursed by treasurer before the end of ANC's fiscal year.

Board members are expected to attend monthly board meetings, usually on the first Wednesday morning of the month.

Board members are expected to provide training for their positions when the incoming board takes office.