# Welcome Mat Editor Executive Board Position

**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. Submissions are due by the first of the month for the next month. Files go to the printer on the 10th of the month. The PDF is posted around the 15th of the 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 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. Send a second reminder to those who haven’t sent their writeups.

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. Copy the document from last month. Update the month in the heading. Update table of contents and calendar page and the luncheon reservation page. Update month and volume number on the first page.

Send the files to the printer (currently “The Print Shoppe”) the webmaster and the person who sends out the weekly bulletin.

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 the page with the president’s letter
* Change headings, volume number, and page numbers
* Re-format layout as necessary to add one-time articles or events
* Create hyperlinks to Newcomers website calendar for event registration in both news article and Welcome Mat calendar
* Export file into PDF format and send to proofreaders, then to Calendar Chair
* Send PDF file and .jpg of front page to communications director for posting on Newcomers website
* Send PDF file to Calendar chair, Weekly Bulletin chair, and President
* Send .jpg file of front page to Program chair
* Notify VP-membership chair that the Welcome Mat has been sent to the printers

# 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.