

## **DISTRICT 5130 NEWSLETTER CHAIRMAN**

### **ROLE:**

Is responsible for the production of the quarterly electronic District newsletter.

### **RESPONSIBILITIES:**

Solicit newsworthy information from RI, the District (including District committees) and Clubs.

Creating and formatting articles.

Setting the design of the newsletter

Submitting it to the District Governor for approval

Ensuring that it is distributed electronically in a timely manner

### **QUALIFICATIONS:**

Must be an active member in good standing of a Rotary Club for at least 3 years

Extensive writing experience and/or document development highly desirable.

A working knowledge of Microsoft Office, including PowerPoint and DACdb, as well as other software applications that may be used. Must be able to produce both a PDF and a version that can be used electronically with active hyperlinks.

### **TERM OF OFFICE:**

3 years--at the discretion of the standing District Governor.