

## **DISTRICT NEWSLETTER CHAIR**

### **ROLE:**

The Newsletter Chair is responsible for the production of a monthly newsletter to be distributed to members of the District.

### **RESPONSIBILITIES:**

Soliciting newsworthy information from RI, the District and Clubs  
Creating and formatting articles  
Setting the design of the newsletter (electronic and print),  
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 your Rotary Club for at least 3 years.  
Extensive writing experience and/or document development highly desirable.  
A working knowledge of Microsoft Office, including PowerPoint, is a must. (Other software applications may be used, but they 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.