

Punta Gorda Isles Fishing Club

**Newsletter Editor**

Role Description

1. Editor is responsible for the design, layout, and compilation of the Fishing Club monthly newsletter
2. Content is provided by all members of the Board and feature articles from various committees.
3. Creates content for 50/50, door prize winners, guest speaker at the membership meeting, and members catches not related to tournaments as needed.
4. Reformat/resize photographs and articles as needed.
5. Communicate deadline for content submission monthly at least a week prior to submission deadline.
6. Articles to be submitted using the "arial" font and size of 14pts.
7. Submit newsletter to the webmaster to post as a link on the web site.
8. Send an e-mail blast to general membership that the newsletter is available on the web-site.
9. Coordinates a link to the newsletter on Facebook to whomever is responsible for maintaining the Facebook web pages for the FC.

Revised 5/15/2024