**Role**

Maintains communication between the Board and the membership by producing and distributing a regular newsletter that accurately describes League activities and activating the e-tree.

**General**

* Attends Board meetings to understand what other people are doing so that this information can be intelligently convey in the Voter
* Edits and formats a monthly newsletter
* Oversees distribution of the newsletter

**Specific**

* With the Board, plans overall newsletter content, determines general format and budget, sets publication target dates; follows Board policy on what should be reported in the Voter
* Sets deadlines for accepting articles and for transporting camera-ready copy to the Printing & Circulation Committee
* Has overall responsibility for compiling, editing, setting up layout, illustrating, proofreading, reproducing, collating, addressing, and mailing the newsletter
* Complies with postal rates and regulations
* Edits articles for clarity and length
* Puts together a visually attractive and informative newsletter
* Sends copies of the newsletter to LWVC and LWVUS, to other Alameda County leagues, and to other Leagues in California based on the rotation system
* Stresses positive aspects of League activities and achievements
* Confers with the President about what the contents of each Voter should be, in addition to the following categories: President’s Message; Board Briefs--Board meeting reports; Calendar of League events; CyberCorner Column; Upcoming local, regional, state and national League events; Summaries of League events already held; Fund-raising activities; Membership report, profiles, recruitment tools (gift certificate, mentor pledge, dues form); Priority issues for study and action on all League levels (includes League Notebook); Voter Service report; Observer reports; includes articles written by board members and committee chairs, or composes articles based on information they provide.
* When space is available (size of *Voter* is not increased enough to incur extra printing/postage expense), additional categories may be considered: Fillers (factual information related to League issues, positions & history; Calendar additions (election dates, public meetings, public events related to the League or to League issues); News about League members presentations or awards made to League members, vital statistics); Non-League information and opinions which do not promote activities or policies in conflict with League positions.
* Sources should be clearly attributed to the authors with appropriate disclaimers (i.e., *League cannot guarantee the accuracy of material contained in this article).* If appropriate, League positions on the position should be clearly stated.
* Continues using e-mail and other Internet techniques to enhance the Voter
* Prepares business cards for Board members with e-mail addresses and the local Web site.

**Techniques**

* Become familiar with computers, desktop publishing techniques, and the Internet.