

## PMI – Quad City Area Chapter “How You Can Help”

Title of Position and Number of individuals needed:

*Chapter Newsletter Assistant (1-2)*

Board Position Giving Direction:

*VP Communications*

Responsibilities of the Role:

*Assist the Chapter Newsletter Publisher with the creation of the monthly chapter newsletter.*

Deliverables:

*Monthly Chapter Newsletter for the calendar year*

Time Commitment including Duration of assignment:

*1-3 hours per month for creating the newsletter. Additional time would be required if the newsletter is to be converted to different software. This time commitment will vary depending on the number of Chapter Newsletter Assistants.*

Benefits:

*Develop or enhance skills in developing and creating newsletters.*

*Self-satisfaction.*

*Learn more about the chapter, board, and board members.*

Additional Information (include contacts, information on existing checklists, processes, qualifications, etc):

- *Must have access to publishing software (currently using Microsoft Word, but not in any way required).*
- *Must know how to use the software to create newsletters or must have the time to devote to learning the skills independently.*
- *Must be able to meet distribution guidelines. Currently, the Board members must submit their articles by EOB on a Friday and the newsletter is distributed on the following Monday.*
- *Contributors are responsible for the content of their articles.*
- *All newsletter articles will be submitted to the Newsletter Publisher by the VP Communications.*
- *Distribution of the newsletter will be done by the VP Communications.*