

MVGC News Editor Job Description:

Magic Valley Gem Club Librarian job description:

Note: No individual member may encumber, commit, charge, or in any way make the club liable for any cost, fees, charges or other indebtedness without prior approval of the Club's Majority vote at a meeting. All expenses are solely the responsibility of the individual making the purchase.

Job Title Magic Valley Gem Club News Editor

Reports to: President, Executive Board, and General membership

Job Overview:

Publish a news letter covering the happenings in the Magic Valley Gem Club.

This needs to be done in a clear, clean, unbiased reporting manner.

The MVGC News is the official written information and the official notification of the Club.

The minutes of all meetings will be published in full and then voted on as the official written record of the Club activities and decisions. You will have lead way to chose you articles and style, but must give credit for articles you Brower from other sources.

Duties:

Publish and mail to all Members information you deem worthy of publication.

This mailing should occur as close to the first of the Month as possible.

Regular US Mail or Email or other electronic communication is acceptable.

Copies must be retained as a permanent official Club record by Editor, Secretary and Librarian.

Insure if Club membership submit articles that it is included in the Bulletin if appropriate.

Any member article rejected must be presented to the Executive Board, at it's next meeting.

Maintain a mailing list of all the membership to be shared if needed by other members.

Fulfill assignments as given by the President or Executive Board in the area of the Bulletin.

Work with club members to accomplish the assignments.

Do whatever correspondence the Club needs done in relationship to the assigned project.

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IF PURCHASES ARE NESSASARY , CONTACT THE PRESIDENT OF THE CLUB AND THEN
WILL BRING THE REQUEST TO THE EXECUTIVE BOARD FOR A VOTE.