

## **District 5M-2 Cabinet Position Description**

### **Newsletter Editor**

#### ***Responsibilities***

- Publish monthly district newsletter both in hard copy and online
- Encourage and provide guidance/assistance to club newsletter editors in the district
- Attend 4 District Cabinet meetings – August, October, February (at Mid Winter) and May – and submit a written report to the Cabinet Secretary in advance of the meeting.
- Give a brief presentation at the Fall Region Meetings and/or provide a table display as appropriate
- Attend Region and Zone meetings (optional)

#### ***Expenses:***

- Some expenses may be covered in the District budget, subject to Rules of Audit.
- Remainder of expenses is out of pocket i.e. Zone and Region meeting attendance.