



MNWS Newsletter

Board Title: Newsletter Chairperson-stipend position (A stipend is given due to technical/special skills required for the role.)

Terms: Volunteer Minimum of 2 Years; Longer commitment encouraged

Requirements: Complete Newsletter responsibilities
Attend and contribute to Board meeting discussions.
Attend "In Person" events.
Interface with all board members for bimonthly updates
Familiarize self with by-laws on www.minnesotawatercolors.com.
Coordinate and manage transition of role and responsibilities

Mission Statement "To further the development of the watercolor artist by providing a supportive environment with education, exhibition opportunities, promotion of public appreciation and greater visibility of the art".

About the role: The Newsletter Chairperson manages production of six newsletters per year: January/February-March/April-May/June-Summer-September/October-November/December. Art Images must be CMYK color mode and resolution 300 dpi. Process involves call for articles, completing layout, proofing, and sending a PDF to the printer. The printer collates, folds, and mails the newsletter to the current members.

Responsibilities:

- Email "Call for Articles" sent in advance to all Board members, including Northstar Watermedia. Indicate what the newsletter will contain and deadline for articles.
- Each issue includes Presidents column, Board members contact information, demo artists, Northstar activities, new members and calendar.
- Other content includes: Fall Members Show and Spring Juried Show (including award winners). Workshops, Lifetime and Signature awards, Members Day (every other year), and "meet the board members" by way of their art.
- Get all links to artists, events and registrations. Include information for high resolution photography at 300 dpi.
- Send contributors screen capture to proof their page.
- Send PDF file of entire newsletter to the proofreader and President for final proofing.
- Upload final InDesign Packaged document to printer for printing. Other software may request different files, check with your printer for specifics.
- Redirect information better suited to Facebook fan page.
- Pursue opportunities for Artists to provide artwork or articles in newsletter if time there is time and space.
- Contribute to Board discussions.
- Apply your creativity and ideas for improvement.
- Review/update Guide for newsletter chairperson transition.



**Experience
Recommended**

- Graphic Design skills
- Communication skills (oral and written)
- Organization skills
- Computer Skills: