

Newsletter Editor Job Description
Gateway Arch East Music Teachers Association
Submitted 9/21/19 by Karen Koch

Duties:

Keep members informed about GAE meetings and programs, AIM information, GAE activities, and treasurer's reports

Keep an active Email mailing list for current members

Email a "call for news" 2-2 ½ weeks before each scheduled meeting

Distribute the newsletter 1-1 ½ weeks prior to each meeting. Snail mail to any members who do not have email capability.

Optional: Additional non-GAE information on community auditions, auditions, contests, concerts, member activities and milestones, and links to informational topics of potential interest to members.

Communicate with Board of Directors as needed to verify information