**EDITOR JOB DESCRIPTION**

Communications for the MN State Organization shall consist of the state editor of The North Star News, the state Webmaster, and in part, the state treasurer. The duties of the editor are as follows:

The North Star News shall be electronically published three (3) times each year and emailed to Minnesota State Organization members using *MailChimp* or another mail vendor. Current email addresses will be uploaded from the *DKG* *International State Connect* site before each mailing to ensure the most current email addresses.

The newsletter shall also be emailed to chapter presidents to be forwarded to their chapter members as a backup to MailChimp.

The editor shall print and mail the newsletter to members who do not have email. Addresses for printing the address labels will be uploaded from the *DKG International State Connect* site at each mailing to ensure accuracy.

The editor shall purchase address labels, one-inch mailing seals, and stamps to be used for mailing the newsletter to members who do not have email. (Mailing tip: Each newsletter, folded in half, requires three mailing seals: one each on the right, left, and top edge. Stamps are placed over the newsletter stapled corner.)

The newsletter shall be emailed to the webmaster who will create a link on the state website.

The editor shall work with the convention committee to arrange for publicity for and coverage of the state convention, the state retreat, as well as all state meetings.

The editor shall, with the webmaster, arrange photographic and print coverage of state meetings, the state convention and the state retreat.

Notice of automatic amendments, those needed to comply with the DKG *Constitution* andInternational Standing Rules shall be published in the fall or winter issue of the North Star News.

Any proposed amendments shall be published to members at least thirty (30) days before convening the convention, if possible, they may be published in the winter edition of The North Star News.

*Budgeted expenses approved by the state executive board to be reimbursed by the Minnesota State Organization shall be expenses incurred during the performance of the duties of the North Star News editor, including an honorarium in an amount established in the budget, if funds are available.*

Updated by Karen McCulloch 1/25/21