



## DWC Newsletter Chair

**It should be noted that due to the overlapping of responsibilities, the Reservations Chair, the Newsletter Chair, the Hospitality Chair, the Restaurant Chair and the Program Chair shall work closely and seamlessly together.**

The Newsletter Chair is responsible for the collection of data and editing and composing the Club newsletter. She is also responsible for the distribution of the newsletter to all members via e-mail as well as submitting the newsletter to the Club's Webmaster for posting on the Club website. Newsletters are published monthly during the Club's regular operation from September through June of each year.

Executive & Governing Board Members are encouraged to submit pertinent information to the Newsletter Chair in a timely manner. The Newsletter Chair will send a reminder notice to all Executive & Governing Board Members requesting their information for the newsletter. The newsletter must be approved by the President before it is sent to the members at large.

Such information generally includes but not limited to:

- President's message to the members
- Board meeting announcements
- Governing Board reports normally include:
  - Welcoming of new members
  - Sponsorship reports and listing of current Sponsors from STF Chair
  - Family Fund information and/or announcements
  - Fundraising events, social events, and/or announcements
- Monthly general meeting information
  - Restaurant name & location of the meeting
  - Entrée selections
  - Program Presenter information
  - RSVP instructions
- Members' birthdays for the respective months
- News relating to all Fundraising activities
- Special announcements
- Minutes from the monthly general meetings

The Newsletter Chair may be called upon to send email blasts to the members, as deemed necessary by the President or the Executive Board. Other Members are not allowed to send information unless approved by the President and/or Executive Board.