**DUTIES OF THE NEWSLETTER EDITOR**

The Editor of the Chapter Newsletter shall have responsibility for gathering and publishing all necessary items and information for the benefit of the members of the Chapter. Such items and information shall include, but not be limited to, the following:

* announcements of forthcoming meetings of the Chapter
* notices of upcoming Chapter program events; a calendar of future programs or events in the community
* a list of positions available for church and synagogue musicians
* a letter from the Chapter Dean
* member Spotlight or MVP of the month
* publishing the names of new chapter members with a welcome message

The Editor should work closely with the chapter webmaster to insure publication of the newsletter content properly and in a timely manner on the chapter website.