

# **Katy Parents of Gifted & Talented Students, inc.**

## **Newsletter Editor**

### **Term of Office**

The Newsletter Editor is appointed by the officers for a one-year term. Should a vacancy occur mid-year, appointment may be made for the remainder of the Katy ISD school year.

### **Qualifications**

The Newsletter Editor must have excellent oral and written communication skills, specifically the ability to plan the overall content of each issue, grant and obtain reprint permissions, edit submissions and verify the accuracy of information. The Newsletter Editor must be proficient with desktop publishing software and conversion to PDF format. The Editor must also be proficient with email communication.

### **Position Description:**

The Editor shall attend Liaison meetings and special events and continually solicit newsletter content. If appointed to the Board by the Officers, the Editor will also attend all Board meetings. The Editor shall be custodian of all newsletters and permission documentation for articles and/or photographs and perform such other duties as the Board may deem necessary. The Editor must hold membership in the organization and demonstrate commitment to the work of the organization.

### **DUTIES (include, but are not limited to):**

1. Plan, prepare & produce the KPGT "Connections" Newsletter.
2. Set, publicize and comply with deadlines for submission, printing and distribution of the Newsletter in consultation with the Board.
3. Solicit newsletter content from the board, liaisons and schools.
4. Gather & edit the content & layout of the newsletter
5. Meets all deadlines for submission to the printer.
6. Verify the accuracy of the newsletter's content, and consult with board members
7. Type, Proofread and edit submissions.
8. Coordinate the print job sourcing, pickup and distribution of the Newsletters
9. Maintain an archive of all newsletters with attachments or necessary supporting documents, both electronically and in a binder of hardcopies.
10. Retain records and transfer to incoming editor as part of transition.
11. Demonstrate commitment to and promote awareness of the work of the organization
12. Foster a positive working relationship with other board members, volunteers, Katy ISD staff and the printer.
13. Be aware of and disclose any conflict of interest. Abstain from any action where such conflict may exist.

*Generally, Board members are parents of children participating in the GT program of Katy ISD. The KPGT Bylaws require all Liaisons and KISD committee members to be parents of GT students. A minimum of 2/3 of the Board must be parents of KISD GT students. Compliance will be the responsibility of the Board and nominating committee.*