

RTOERO TORONTO NEWSLETTER EDITOR RESPONSIBILITIES

The newsletter editor is responsible for working with the newsletter team, soliciting member stories and submissions, planning and organizing all aspects of the newsletter writing, editing and production, monitoring deadlines and distributing the newsletter by mail and eblast.

Responsibilities

- Establish and manage a newsletter team
- Solicit articles, events and images from the district executive, chairpersons and the district membership for publishing
- Establish dates with the district executive for publications
- Prepare the newsletter using a format suitable for printing and for electronic distribution, using the newsletter template provided – rtoero.ca/brand-resources
- Provide the printing company with the file and mailing list as required
- Determine the distribution method
- Attend executive meetings
- Prepare a budget for newsletter costs
- Coordinate with the website manager and social media manager to share newsletter content on the district website and Facebook page
- Attend workshops provided by RTOERO Skills helpful for this role
- Strong writing and editing skills
- Previous experience writing and editing for newsletters is an asset

RTOERO POLICIES FOR DISTRICT EXECUTIVES

District Executives are governed by the following RTOERO Policy

SECTION 7 – District Executive Member Commitment

7.01 Expectations - District executive members are expected to:

- (a) attend all district executive meetings unless an unforeseen situation occurs making it impossible to attend; it is understood that virtual attendance may be able to be planned, as necessary.
- (b) demonstrate due diligence in preparation for and attendance at district executive meetings and events, as required
- (c) actively engage in the meeting process, by being aware of the needs and opinions of the members of their district and by being fully informed before making decisions on behalf of district members
- (d) give open and fair consideration to diverse and opposing viewpoints
- (e) exercise independent judgment and express dissenting opinions in an appropriate manner during district executive deliberations
- (f) carry out the duties and responsibilities of their role as required and assigned
- (g) participate in training and information sessions for their district executive role provided by the district and RTOERO – including liaison meetings and national workshops
- (h) be aware of and support the RTOERO strategic plan and follow the By-law, policies, district executive guide and other resources provided by RTOERO relevant to their district executive role
- (i) carry out their district executive duties in accordance with the requirements of the RTOERO Code of Conduct and Conflict of Interest policy A member who is unsure about these expectations should consult with the district president. A district president who is unsure about these expectations should consult with the board liaison for the district or with the Chair of the Board.

7.02 Failure to meet expectations

- (a) If a district executive member is unable to fulfill these requirements, the district president, or board liaison or chair of the board will have a conversation with that district executive member.
- (b) If the district executive member is unable or unwilling to commit to meet the expectations of the policy, the member should voluntarily and in good faith withdraw from the district executive.
- (c) If there should be a reluctance from the district executive member to do so, the Board shall, in consultation with district leadership, consider removing the member from the district executive.