

Role and Duties of MCDES newsletter editor: November 2021

The primary objective of this board position is concurrent with the goals of the organization: “To educate, support and provide networking opportunities to professionals and volunteers who are involved in the care of dying and grieving persons.”

Summary:

The Newsletter Editor for MCDES is a Board member who has been duly appointed by the full MCDES board. He/she is responsible for gathering and editing content for newsletters, published quarterly. Digital, as well as a limited number of print copies (when requested) are sent to members as a free membership benefit.

Note: This position requires the support and coordination of the MCDES’s administrative support staff person. As the volunteer editor gathers, reviews, edits and writes, he/she works closely with the staff person, not only for layout expertise, but also for additional input, general support and editing. As this position has evolved, it is imperative, in my opinion, that “two heads are better than one!” Throughout the process, the editor and support staff communicate via email, text, and, for final editing, by phone.

Specific requirements:

1. A working knowledge and experience with the topic of death, dying, and bereavement.
2. A desire (passion) to search out content that is relevant, interesting and helpful to the mission of MCDES and its members.
3. Writing skills and a solid knowledge of grammar and punctuation are important.
4. Excellent reading and writing skills. This a job that promotes creativity and self-growth.

Specific Duties:

1. Time requirements for the editor duties vary. There is autonomy in this role but also a need for being self motivated and goal driven. Deadlines for content are February 1st, May 1st, August 1st, and November 1st.
2. Keeping a file of ideas, and leads is helpful. The rich resources of MCDES members offers many opportunities for excellent content. The editor reaches out with queries and ideas, follows through with suggested articles, and offers assistance to contributors when requested.
3. He/she reads and edits, for grammar and punctuation, following guidelines for content as set by the Board. The editor’s interactions represent MCDES and in all cases, kindness, cooperation, and tactful editing are essential.
4. Newsletters are distributed around the first of the month following the deadline; i.e. March, June, Sept, and November.
5. The Board and MCDES members are an important source of article leads and contributions. Having good rapport with colleagues and members improves collaboration of content gathering.
6. An editorial is included in each publication, as well as occasional “editorial notes” to accompany contributed articles. This publication has evolved and changed with the years. It will no doubt continue to do so, under the direction of the Board, with successive editors.
7. Since the newsletter has continued to grow over the past 20 years, both in richness of content and in length, it has become a valued benefit of MCDES membership. The newsletter editor should strive to further the goals of education, networking and support.

Other Duties:

1. The editor submits content related to newsletter to Chairperson prior to each quarterly board meeting to be included in the agenda.
2. The editor is responsible for securing any permissions to reprint articles or poetry.
2. The editor shall be responsible for storing past newsletters as archives. In the past, extra copies of past issues were brought to be shared, as available, with members at in- person conferences.