

**ROTARY INTERNATIONAL DISTRICT 5500**  
JOB DESCRIPTION  
**DISTRICT NEWSLETTER CHAIR**

**ROLE:**

Responsible for the preparation and distribution of a monthly Newsletter to all District Rotarians.

**RESPONSIBILITIES:**

Solicit newsworthy items and information from the District Governor, RI, the District Leadership Team, and the District clubs.

Create layout and design in a professional format.

Submit draft in advance of publication to the District Governor for approval.

Distribute Newsletter electronically once a month on a date determined by the District Governor.

**QUALIFICATIONS:**

Rotarian in good standing with home club for the immediate past 3 years.

Working knowledge of Microsoft Office including Word, Excel, and Publisher. Note: Other software applications may be used.

Experience in writing or preparing documents and editing written documents.

Experience in formatting and editing photos and graphics.

**TERM OF OFFICE:**

One year minimum.