**Editor**

December 2018 Section 4 B

**Bylaws: Article VIII Section** 1

The special appointed officers shall be: Editor. They shall:

1. serve a term of four (4) years, or until a successor is appointed; and be eligible for reappointment;
2. be a voting member of the LWML Board of Directors.

**Section 6**

The Editor shall:

A. be a member of the Editorial Staff

B. solicit and gather stories and information, including district, zone and society news, reports of officers and committees, inspirational human interest stories, and progress reports of current mission grants;

C. make final selection on the content of district publication;

D. edit district publications;

E. prepare district publications for printing and distribution;

F. present a report to each meeting of the LWML district Board of Directors and LWML district convention;

G. be responsible to the Vice President – Conventions and Communications;

H. keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;

I. maintain officer guidelines.

.**Standing Rules:**

1. The mileage allowance shall be $0.40 per mile. (11-03-2018)

6. Mileage expense shall be paid for two (2) authorized meetings of the Vice President-Conventions and Communications, Communications Coordinator, Editor, Web Servant, and Public Relations Director, during the biennium to review roles, responsibilities and methods of communication. (9-26-2016)

9. The district shall pay lodging for district LWML Board of Directors and committee members on the basis of four (4) per room for district conventions. The deadline for submitting vouchers shall be 10 days from close of convention. Waivers shall be determined by the Executive Committee. (9-20-2014)

16.The Executive Committee and the Editor are authorized to submit a voucher with receipts for up to the amount of one hundred dollars ($100.00) per year for the use of their own computer systems. (9-20-2014)

17. LWML Indiana District members and husbands who use their personal vehicles when transporting LWML guests and speakers must possess a valid driver’s license, drive a licensed and insured vehicle, be covered with appropriate liability and personal injury insurance, and have no history of accidents or serious moving violations over the past three years. (3-13-2015)

18. Any expenditure over $100 within the LWML Indiana District requires approval by the EC prior to purchase. The request should be submitted to their overseeing officer for approval by the EC. (11-17-2015)

20. Committees are to submit projected expenses to the EC by January 15 of biennial budget years for budgeting purposes. (8-25-2018)

**Meetings:**

1. Attend Board of Directors meetings.
2. Prepare report and send to the recording secretary in advance of the meeting, as instructed.
3. Attend meetings of the Editorial Staff.

**Conventions:**

1. Obtain pictures of the convention for use in the *Indiana District* *Good News*.
2. Coordinate the advance publicity in the *Indiana District* *Good News* with the convention committee, Executive Committee, and SRD committees.
3. Prepare a report for the convention manual.

**Publication — *Indiana District Good News*:**Prepare the *Good News*

1. Send email reminder notices to officers and appointed officers of the publication deadline for *Good News* one month prior to the editor’s deadline.

* Deadlines  
  The committee member will forward her article to the Chairman for approval on or before the 25th of January, April, July and October.
* After the Chairman approves the article, she will forward it to the VP SRD on or before the 1st of February, May, August and November
* Publication by the 20th of February, May, August and November

1. Edit copy (limit 12 pages), except for issue prior to convention (limit 16 pages).
2. Write headlines and captions for photos.
3. Design and prepare layout for issue using Microsoft Publisher or a similar software
4. Ensure all articles have been approved by the appropriate VP (SRD, Conventions and Communications, Missions), district president and counselor.
5. Work closely with the Roster Coordinator to obtain and coordinate mailing lists (e-mail/USPS).
6. E-mail a “test copy” to the Executive Committee for review and corrections.
   1. Send final copy of *Good News* (color and black/white) to Communications Coordinator for distribution.