

General Officer Duties

1. Attend monthly officers meeting (usually every 4th Thursday).
2. Bring speaker ideas for Branch meetings.
3. Bring ideas for other Branch events/trips.
4. Help as needed to conduct Branch meetings/events.

Assistant Newsletter Editor Duties

1. Assist the Newsletter Editor where needed.
2. Write the monthly "Meet The Member" column (due first Friday of each month, unless that's the first day of the month, in which case the deadline is a week later).
 - a) Get ideas for people to interview from monthly officer's meetings.
 - b) Check with Membership Chair to make sure who you interview is really a member.
 - c) Ask the Historian to take a picture of the interviewee at the general meeting prior to the release of the article, if possible.
 - d) Coordinate interview.
 - e) If you don't have a digital photo of the interviewee (or they are not happy with the picture the Historian took), ask them to send you one.
 - f) Send draft to interviewee for their comments prior to newsletter deadline.
3. Write local Branch news articles when needed, and submit to Newsletter Editor.