

ACFA Newsletter Editor Duties

The ACFA Newsletter Editor shall:

1. Fulfill the duties of this office and represent the Alabama Coastal Fisherman's Association (ACFA) in a manner consistent with the mission statement in order to produce 11 monthly newsletters each year that chronicle what we as a club are doing.
2. Possess a strong working knowledge of all ACFA Tournament, BFC & CPR Rules. Experience with Microsoft Word, Excel, and Publisher is preferred;
3. Develop a strong working relationship with the following officers:
 - a. ACFA President; (monthly President's Message)
 - b. ACFA Vice-President; (monthly meeting speakers)
 - c. ACFA Statistician; (monthly Stats)
 - d. ACFA Food Chairman; (food for tournament)
 - e. ACFA Logo Items and other board members who contribute content
4. Develop a strong working knowledge of Microsoft Publisher to use in the newsletter layout and design;
5. Utilize the ACFA Schedule as a guide to:
 - a. Remind all Board & Chair positions of the due dates for submitting pertinent information for inclusion in the upcoming monthly Newsletter for each month;
 - b. When to publish the FINAL version (.pdf);
6. Assemble all information received; solicit photographs from meeting, tournament & BFC/CPR contests, and ACFA members notable performance in 'other tournaments';
7. Write a '**DRAFT**' copy (in .pub) and email Exec Board for proof reading (in .pdf):
 - a. Recognize suggestions and changes (edits) that may be necessary;
 - b. Disseminate a 2nd Draft for final proof reading;
8. Post the '**FINAL**' version on the ACFA website by the date shown on the ACFA Schedule.