



Responsibilities of Newsletter Editor

The Newsletter Editor is a member of the Board of IWAG. She is elected for one year, starting immediately after the IWAG General Elections on May. She can serve a maximum of 3 consecutive years.

Primary Objectives

The newsletter functions as a communication vehicle to make our members aware of the country in which they are living. It should address the needs and interests of both Georgian nationals and expat women and serve as a unifying force for the membership.

It must avoid taking political or religious stands.

Position Summary:

- To compile, edit, and publish the IWAG newsletter for the months of **September, October, November, December, February, March, April, May, and June** of each working year.
- To suggest and discuss topics for the coming issue at the BM, ask the Board members for their possible contribution, ideas.
- To compile, edit and publish, as necessary, "**special issues**" on topics pertaining to the work and activities of the Association. (Winter Fair, Interest Groups etc.)

Essential Job Functions and Responsibilities

- To attend all Board meetings and General Business meetings (GBMs)
- To publish Association newsletters as described above,
- To ensure that the newsletter includes information and notices from other IWA Board Members and/or Committee Chairs as requested,
- To include articles of interest to the general membership,
- To ensure that no articles of a sectarian or ideological nature are included,
- To include advertisements of **ONLY** member-owned or run businesses free of charge,
- The newsletter is to be in the official language of the Association, English.

Job Requirements

- Excellent knowledge of written and spoken English
- Working knowledge of PowerPoint
- Basic electronic communication skills
- Ability to meet deadlines on time
- Excellent organizational skills