



Georgia Genealogical Society Seeks Newsletter Editor

The Georgia Genealogical Society (GGS) is seeking candidates for the position of newsletter editor. This person shall create, edit, and publish the newsletter that is consistent with GGS brand, style, and specific criteria.

- Requirements include:
 - Excellent verbal and written skills
 - Ability to work from an existing style guide
 - An interest in genealogy research and methodology
- Specific tasks include but are not limited to:
 - The contents of the Newsletter should consist of Society news and information important to persons doing research on Georgia or at the Georgia Archives. Information of interest to GGS members from other Georgia genealogical societies, Federation of Genealogical Societies, National Genealogical Society, and the National Archives should be included, only if space is available.
 - Prepares the camera-ready copy for at least four Newsletters per year. Currently, the newsletter is published at least one month prior to our quarterly meetings.
 - Consults with the printer and sets realistic deadlines in order for the Newsletter to reach the members in time to receive notice of and make reservations for the forthcoming general meeting.
 - Encourages members to submit important news items for printing in the Newsletter.
 - Attends all Board of Director (in person or via electronic means) of the Society unless excused by the President. Is not eligible to vote at Board of Director meetings.
 - Timely information should be published in the Newsletter and should not be duplicated or published in the GGS Quarterly. Sales notices of Society publications, both special publications and Quarterlies, should appear in the Newsletter.
 - Each issue should contain a summary of the most recent general meeting for the benefit of members who never attend a meeting. The speaker's outline and bibliography may be included if the speaker grants permission in writing.
 - The current logo of the Society should be used and should be consistent with other publications.

- Stipend

The Editor should have an annual contract with the Society that is approved by the Board of Directors. The contract is for \$1,500.00 per year to be made in quarterly installments as soon as each issue is delivered to the printer. Any costs of preparing the Newsletter to get camera-ready copy shall be contracted and paid directly by the Editor.

Applicants should submit a resume, including a list of pertinent newsletters and articles where your content has been published, to Karen Molohon, President Georgia Genealogical Society at president@gagensociety.org no later than October 15, 2017.