League of Women Voters of New Mexico  
Job Description – La Palabra Editor

Roles:
Publish an informative, attractive newsletter that will keep members up-to-date about League of Women Voters of New Mexico activities, that may be used as a public relations tools, and that is a historical record of League’s accomplishments.  
The editor of La Palabra is a member of the Communications Committee, but need not be a board member.

Responsibilities:

La Palabra, a newsletter for the League of Women Voters of New Mexico, is usually published four times per year.

Produce newsletter:
- Develop the content for each issue of La Palabra by working closely with the President and through discussion with the board members
- Collect articles from board members and others
- Produce a newsletter that is information but also has eye appeal
- Arrange for proofreading of each issue including the President, who will have final review of each issue
- Ensure that final editing changes are made in the issue

Oversee printing and mailing of newsletter:
- Develop a production and publication schedule for each issue
  - Arrange printing schedule with printer and follow up to ensure printing deadlines are met
  - Arrange mailing schedule with mailing company and follow up to ensure that distribution is completed
- Obtain electronic labels list from membership chair, and add approximately 30 copies to be retained by the LWVNM office (perhaps 40 for League Day issue)
- Deliver the final copy to printer electronically
- Arrange with printer to forward correct number of printed copies to mailing company corresponding to the labels list, and to deliver the remaining copies to the LWVNM office
- Deliver the labels list to the mailing company electronically
- Follow up with mailing company to ensure distribution is completed

Arrange to make any additional distribution of the issue, as needed.

RECORDS CHECKLIST

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>COMMENTS</th>
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<tbody>
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<td>Copies of all issues</td>
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LWVNM La Palabra Editor 1 December 2010
Production specifications | Sufficient detail to maintain consistency of appearance when new editor takes over

**ACTIVITY SCHEDULE**

**General**
- Obtain a copy of minutes from each board meeting
- Obtain an annual calendar of activities
- Monitor expenses related to printing and distribution
- Participate in budget planning for publication of *La Palabra*

**Production**

Two weeks prior
- Discuss publication schedule with president
- Assist president to develop table of contents and identify authors
- Notify printer of proposed schedule
- Notify mailing company of proposed delivery date of issue for distribution
- Request labels files from membership chair and communications committee

**Deadline date**
- Receive articles from board members, including Presidents’ reports
- Receive articles from non-board member contributors
- Obtain accurate information about hotel and meeting arrangements for special events:
  - League Day at the Legislature (January)
  - LWVNM Council (May of even-numbered years)
  - LWVNM Convention (May of odd-numbered years)
  - LWVUS Convention (June of even-numbered years)
  - LWVUS Council (June of odd-numbered years)
  - Election information

**Post-deadline date**
- Produce issue (3-5 days)
- Follow-up on any pending articles or content
- Proof read issue (2-3 days)
- Make changes (1 day)
- Submit final copy of issue to printer, verifying expected printing schedule
- Review proof copy and return corrections to printer
- Alert mailing company that issue is with printer
- Follow up with printer and mailing company to ensure that issue is distributed

LWVNM *La Palabra* Editor 2 December 2010
RESOURCE OUTLINE AND SPECIFICATIONS FOR PRODUCTION

Printer: Business Printing Services, Inc.
Leonard Baca
505-266-4011
Email: printing@bpsabq.com

Mailer: MailQuick Inc.
Mickey Riley
505-255-6795
Email: milq@aol.com

Bulk Mail Information:
Non-Profit
Organization
U.S. Postage
PAID
Albuquerque NM
Permit No. 1442

Specifications for Production (2007-2010):
• Printed on 60 lb offset white paper
• Produced by Publisher Software
• Font: Garamond
• Major Headings – 14 pt all caps, bold
  Ex: LOCAL LEAGUE NEWS BRIEFS.
• Secondary Headings – 12 pt, bold, upper and lower case, bold Ex: Santa Fe
• Major Articles are 12 pt, bold, upper case, shaded
• Text: 11 pt, justified
• Space between paragraph - 1 space unless space is limited
• Top of page text should begin 1-1/4 ruler width from top
• Space between columns – 1 ruler width between columns
• Signatures on the bottom of the article - Lucinda Calligraphy – 9 pts.