

# Volunteer

## Role Description

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### **Newsletter Committee Coordinator**

Volunteers on this committee plan and produce the Nature Trust's semi-annual Newsletter, *Natural Landscapes*, as well as our Annual Report, which keep members, volunteers, donors and the public abreast of the Nature Trust's progress, projects and accomplishments. The Newsletter Coordinator provides vital organization and motivation to the work of the committee. This job is great for a people person who is well organized and enjoys a team atmosphere.

#### **Role Description**

- Assist with the development of yearly plan and timelines.
- Assist with recruitment of committee members.
- Call and chair committee meetings and communicate with members when necessary.
- Act as liaison between the Board/staff and the committee.
- Liaise with staff to ensure the relevance and timeliness of newsletter.
- Ensure brief minutes are kept for meetings and a copy forwarded to committee/staff.
- Coordinate volunteer efforts to ensure that:
  - Newsletter includes all major stories and profiles major donations, events and individuals of the season.
  - Stories are assigned, completed, and submitted on time.

#### **Qualifications/Skills Required**

- Well developed interpersonal and communication skills.
- Strong organization and leadership skills.
- Creativity and resourcefulness in keeping committee members motivated and on task.
- Skills in journalism, writing and editing are appreciated.
- Orientation and basic training provided.

#### **Time Commitment**

The volunteer should attend and participate in all committee meetings, and be willing to spend 3 hours per week on other committee activities, perhaps more immediately before deadlines (Fall and Spring).

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# Volunteer

## Role Description

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### **Newsletter Committee Member**

Volunteers on this committee plan and produce the Nature Trust's semi-annual Newsletter, *Natural Landscapes*, as well as our Annual Report, which keep members, volunteers, donors and the public abreast of the Nature Trust's progress, projects and accomplishments. This committee is ideal for people with skills in writing, photography, layout or editing and includes the perk of attending special events and learning about conservation!

#### **Role Description**

##### **The volunteer will:**

- Attend and participate in all Newsletter Committee meetings.
- Think creatively and contribute story ideas.

**Individual committee members, in a spirit of cooperation and teamwork, will each take responsibility for some of the following tasks:**

- Attend and write about Nature Trust events.
- Interview or profile property owners/staff/volunteers for stories.
- Submit articles in a timely manner.
- Edit articles and proof read the final version.
- Lay out of Newsletter or Annual Report.
- Record and distribute meeting minutes and correspondence, when necessary.
- Work with staff to ensure the relevance and timeliness of newsletter.

#### **Qualifications/Skills Required**

- Any special skills listed above (layout, editing, design, photography, writing).
- Ability to work to a deadline and as part of a team.
- Creativity and enthusiasm.
- Skills in journalism, photography, editing, or writing are appreciated.
- Orientation and basic training provided.

#### **Time Commitment**

This committee is flexible, and largely assignment-driven. Volunteers should actively be contributing their skills where needed and be willing to contribute extra time before each distribution deadline (Spring and Fall).

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