

## **Publications Editor**

*Approved at Meeting for Worship for Business December 3, 2006*

*(Edited to remove non-gender-inclusive language, as approved June 13, 2021)*

The primary purpose of the Publications Editor is to produce the Meeting newsletter and to distribute it, along with the minutes of the Meeting for Business, to all persons on the Meeting's mailing list. In addition, the Publications Editor is responsible for:

- Maintaining the Meeting's Post Office Business Account and Periodicals Mailing Permit in accordance with US Postal Service requirements.
- Publishing (in the newsletter whenever possible) a Meeting Directory, using information provided by the Membership and Outreach Committee, which will include phone numbers as well as addresses of in- and out-of-town Friends.
- Publishing in the newsletter an annual directory of officers and committees after completion of the Meeting's nominating process.
- Publishing other publications as directed by Monthly Meeting.
- Overseeing the part of the Meeting's budget that pertains to this charge, as directed by Monthly Meeting.
- Maintaining accurate working records of the office and ensuring those records are passed along to the next Publications Editor.

The Publications Editor is encouraged to ask for help from Meeting members and attenders in carrying out these responsibilities.