

Salty Sisters Newsletter Editor

A fun volunteer opportunity to help keep the Salty Sisters connected

Position Summary

The Salty Sisters Newsletter Editor helps bring Salty Sisters' news, events, accomplishments, photos, and good stories together in the newsletter. This role is perfect for someone who enjoys writing, organizing information, and helping members stay in the loop about what's coming up and what we've been doing together.

Responsibilities

- Collecting notes, announcements, photos, and event information from the scribe and other contributors.
- Using the Salty Sisters template as format for each newsletter.
- Putting the draft of each week's newsletter together.
- Including reports from officers, committee chairs, and others who make announcements.
- Adding information about upcoming events, regattas and opportunities.
- Double-checking names, dates, times, locations, and other details.
- Reviewing the newsletter for accuracy and completeness.
- Sending the newsletter to the captain for her approval.
- After the captain approves the newsletter, sending it to the Webmaster (Anna Olecka) for publishing.
- Keeping copies of past newsletters is helpful for future reference.

Qualifications

- You enjoy writing, editing, proofreading, or organizing information.
- You are comfortable using email and basic document or newsletter tools.
- You can take notes and work with the scribe to ensure content is accurate and complete.
- You have a good eye for details like names, dates, and event information.
- You like making information look inviting and easy to read.
- Newsletter, writing, communications, or design experience is a bonus, but it is not required.

Revised 9/1/2026

Barbara Mehaffey

Salty Newsletter Editor Checklist

Plan the Issue

- Make sure there is a scribe and coordinate who will take notes, record meeting, and send transcription to Editor.
- Confirm who took photos and have them share with the Editor.
- Confirm you have the current Salty Sisters Newsletter template stored and ready to use as basis for each week's newsletter. Make sure to enter the current date.
- Save the Newsletter in this format: **2026 08 26 NL**

Edit the Content and Publish

- Add content to each section-Captain, Co-Captain, Guests, Announcements, Hospitality, Social, Cruise, Stores, and any others as appropriate.
- **Bold** the names of Salty Sisters (past and present-once a Salty Sister, always a Salty Sister).
- Members of the new class (newbies) names are not bolded until they have completed basic requirements and passed their test to become Saltines.
- Use the **Handbook** as a resource to confirm spelling of names.
- Identify all Past Captains with the **PC** designation.
- Birthday announcements refer to the number only, no names. Example: Joan announced 3 birthdays today.
- Health/Medical conditions are not mentioned specifically. Example: Angela is recovering at home and would appreciate cards.
- Dates are written out. Example: The pool party will take place on July 7.
- Photos should be added each week, as appropriate. Captions should be included.
- Confirm the information in the box at the end of the newsletter is correct for that week.
- The Humor Queen's joke is summarized in a generic one-liner.
- Use a friendly "salty" voice and throw in some humor when appropriate.
- It is helpful to have someone look over the final draft to catch spelling, punctuation, and accuracy of content.
- Send final draft to the captain for approval.
- Send final approved newsletter to the Webmaster, Anna Olecka, for publishing. (Copy to Gloria Davis)
- Save a copy of each newsletter in a file for your records.
- Timeframe: try to have the final version to Anna by Friday following each meeting.