

MGANM Real Dirt Editor/Chair

Job Description

Job Summary:

The Real Dirt is the bi-monthly electronic newsletter of MGANM. The Editor/Team Chair sets the tone for the RD Committee and contributors. All articles are to be researched, scientifically-based and represent the recent best-practices in horticulture. Additionally, articles should be well-written with few grammatical errors. The Editor/Chair begins the issue development process, brainstorms possible topics, receives suggestions from contributors, and sets deadlines.

Job Duties:

1. By the first of the month, prior to the bi monthly issue, the Editor sends out emails to the team of contributors. The email contains ideas for brainstorming relevant topics based upon the season and current events.
2. Selects topics to research and write for each issue; encourages others to write. The Real Dirt is divided into six categories: News and Events, Administration, Serve, Beautify, Nourish, and Steward. The four latter categories roughly include the chapters in the MG Volunteer Training Manual. These topic areas are important to keep readers up-to-date on changes in the content.
3. Receives, reads and comments upon articles submitted by others. Shares all writing with the established team members for inputs and edits. Relies on those most skilled at editing. Uses the 15th of the month as an editorial deadline. Gathers photos to accompany articles when possible.
4. Roughly, by the 20th of the month, begins entering the submitted articles into a content format. The format follows how articles will appear in the electronic version. Writes a brief introduction or 'teaser' for each article. The intro should be one to three sentences long and direct the reader as to what will be found in the article content. Submits the Real Dirt content to the Technology Chair for uploading into the on-line format by the 25th of the month.
5. Receives a draft of the electronic format for final editing. Re-reads all content and introductions. Checks each link to ensure that it takes the reader to the proper article. Sends any changes/concerns to the Technology Chair for final blast on or about 1:00 am on the first of the month.
6. Represents the Real Dirt Team to the Board, MSUE, and MG Training classes. Recruits contributors.

Approved 3/3/16