

Food & Culinary Professionals Position Description

TITLE: TASTINGS ASSISTANT NEWSLETTER EDITOR

TERM: Two Year; Appointed by Chair, Non-voting member of the Executive Committee.

PURPOSE: Assist the Tastings Newsletter Editor on the development and coordination of the FCP Newsletter.

REPORTS TO: The *Tastings* Editor

COMMUNICATES WITH: Executive Committee, others as needed

REPORT FREQUENCY: Monthly and Annual Report

RESPONSIBILITIES:

1. Assist the Newsletter Editor and Communications Chair with the development of the Annual Editorial Calendar including:
 - General themes of electronic newsletters (fall, winter, spring/summer).
 - Dates and cadence for the development of each issue.
 - Review of the standard sections and word counts (e.g. Member Spotlight, Chair's Message, Subgroup Chair articles)
2. Review each issue of the newsletter in draft form to ensure Academy guidelines are followed in the creation of *Tastings* newsletters.
3. Assist the Newsletter Editor in soliciting FCP member news and photos via the discussion board for Members on the Move column and Cook's Corner.
4. Assist the Newsletter editor as needed in preparing the newsletter file for graphic designer.
5. Review each draft of the newsletter checking for grammar, typos, and flow. Double check all links are working. Suggest edits as appropriate within time frame provided by the Editor.
6. Attend FCP Executive Committee Meetings at FNCE® as determined by Chair and budget.
7. Participate in monthly Executive Committee conference calls.
8. Support the goals of FCP and the work of the Executive Committee.
9. Complete a review of the position description.
10. Assist the editor with the annual report as needed.
11. Assist the editor with updating the *FCP - Style Guide - CPEU Author Guidelines* and *General Author Guidelines* documents as needed.
12. Complete other duties as assigned.