

## AMBASSADOR NEWSLETTER EDITOR POSITION DESCRIPTION

### Overview

The Ambassador Newsletter Editor has primary responsibility for overseeing the production of the quarterly Ambassador Newsletter. The Ambassador Newsletter is one of the primary methods for communicating with Philmont Ambassadors and providing them and other interested Scouters with the latest information on the Philmont Training Center and Philmont Scout Ranch.

### Appointment

Appointed by the Chair, Philmont Conferences Committee in consultation with the Team Lead, Program Administration – Philmont Training Center upon recommendation of the National Ambassador Coordinator.

Tenure: Three year appointment that may be extended for additional terms based upon mutual desire and performance (there is no limit to the number of terms).

### Position Description

The Newsletter Editor is responsible for:

- choosing content for inclusion in the Ambassador Newsletter by soliciting and compiling articles, photographs, information, and materials from Philmont Ambassadors, Philmont Staff, and other sources as appropriate,
- proofing articles, information, and materials to ensure proper spelling, grammar, etc.,
- ensuring that attribution is printed for articles and photographs, including permission to reprint articles and photographs published in other sources,
- developing a format for the Ambassador Newsletter and utilizing it consistently from newsletter to newsletter,
- submitting a PDF copy of the newsletter to the National Ambassador Coordinator by the designated deadline, and
- publishing a minimum of a four Ambassador newsletters per year, usually January, April, July, and October.