

Farm Bureau – Position Description
COUNTY NEWSLETTER EDITOR (CNE)

PURPOSE:

The County Newsletter Editor (CNE) writes and publishes the County Farm Bureau Newsletter, and covers County Farm Bureau issues and events.

RESPONSIBILITIES:

- Develops a program of work and budget estimate which is presented to and approved by the County Farm Bureau Board.
- Attends applicable training meetings.
- Attends County Farm Bureau Board meetings.
- Sends a copy of each newsletter to the PA Farm Bureau Governmental Affairs and Communications Division.

BASIC REQUIREMENTS:

- Farm Bureau Member
- Working knowledge of the County Farm Bureau structure
- Good written and oral communication skills
- Ability to operate a computer
- Handle newsletter layout and printing
- Interest in promoting Farm Bureau news and its issues

TRAINING:

Technical training for the CNE is provided by the staff of the PA Farm Bureau Governmental Affairs and Communications Division.

*The County Newsletter Editor reports to the County President.
The term of appointment is two years.*