

Role title	Newsletter editor
Principal function	Produce a newsletter roughly monthly for the sangha
Duties	<ul style="list-style-type: none"> • Gathering information for publication and liaison with other sangha role-holders • Preparing the newsletter every month to six weeks
Accountability	To the whole sangha. The person holding this role will also be a member of the Caretaking Council.
Time commitment	1 hour a week for the newsletter and 1 hour a week for Caretaking Council matters
Personal qualities	<ul style="list-style-type: none"> • Basic computer skills • Some familiarity with word processing and laying out a document • Commitment to enhancing communications with the sangha • Some familiarity with Buddhist concepts
Equipment needed	Computer and word processing program
Mentoring available	The current newsletter editor has agreed to offer advice as appropriate