



## EDITOR of SPIKE

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1. Obtain all information for the newsletter (Spike). Attend all society board meetings and committee meetings, or delegate if necessary.
2. Keep members informed on activities of the OOS and its members. Try to recruit members to act as reporters.
3. Inform members accurately and promptly about upcoming events.
4. Prepare copy that is "printer-ready". To ensure accuracy of information, have an accurate and current list of membership. Have easy access to the Handbook on Nomenclature and Registration to provide correct names of orchid plants with correct spelling, symbols and abbreviations
5. Meet deadlines, getting the newsletter into the mail in adequate time before meetings or events, allowing for postal delays. Coordinate mailing list with membership chairman.
6. Know as many members as possible and keep up with their activities to report in the newsletter, including trips, awards won and exhibits entered.
7. Enlist members to prepare articles on orchid culture, greenhouse activities and other information that will help members grow orchids with success.
8. Look for ways to improve the newsletter, both for content and for effectiveness of distribution to membership. Consider options for electronic publication and distribution through the society website.

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