

IN THE BY-LAWS:

The Newsletter Editor shall prepare, edit and publish or cause to be published, the society newsletter, Cobb-L-Stones, for delivery to the members of the society, exchange with societies and other persons that may from time to time request a newsletter. The newsletter shall contain no political, religious, or detrimental information that would reflect the sentiment of the membership.

JOB DESCRIPTION

written by Amanda Rollason

FREQUENCY: The Cobb-L-Stones CCGMS newsletter is published once a month, typically by the last Tuesday of the month. To give the newsletter editor time to create the newsletter, submissions are due by the 15th of each month.

EMAIL ACCESS: The newsletter@ccgms.org email address is available for the Newsletter Editor to use. Talk with website administrator to get / update access. You can use the default email program, or you can get this email address forwarded to your personal email account.

SOFTWARE: Microsoft Publisher is the typical software of choice for creating the Cobb-L-Stones CCGMS Newsletter. Previous *.pub files can be made available upon request, so that the next newsletter editor does not have to 'reinvent the wheel'. Start the next newsletter by saving a new version with a new filename. On page 1, update the volume number and issue, as well as the month and year. Save as you go! And at the end, compress all pictures and then save as a *.pdf file. Send to Correspondence Secretary to send to members.

PERMISSIONS: Even though we do not publish our newsletters for profit, permission is required to republish content that is not our own work. This includes words, illustrations, and photographs. Some sites are open-sourced (like wikipedia.org), while others indicate "reproduction allowed for educational use" (like nationalgeographic.com); in either case, this means that permissions are already given, but the source but still be included. I recently started using canva.com to have access to thousands of photographs for a nominal monthly fee; credit for images from canva.com are listed as "Name of image from Author / Source via canva.com." Side note: I use this site to create the images / invitations / emails for the Correspondence Secretary duties that I have, too.

ORGANIZING COMMUNICATIONS: You're going to be generating and getting hundreds of emails and texts a month (I averaged about 8 a day), so I highly recommend creating folders in your email account for each section of the newsletter, as well as making an IDEAS folder, or a FOR LATER folder. And when you're done with that article, then move it to a DONE folder.

DRAFT VERSIONS: Time permitting, create 1-2 *.pdf pages for each author to read through their version regarding how it would appear in the newsletter. Also time permitting, send the entire newsletter (as a *.pdf file) to volunteer proof-readers prior to publishing. Barring that, then use a service, like grammarly.com, to catch the most common errors (like missing commas, wrong subject-verb agreements, spelling, hyphens, etc.).

ARCHIVED NEWSLETTERS: Previous newsletters are kept in the "MEMBERS ONLY" section on the ccgms.org website.

PRINTED NEWSLETTERS: Obtain 'mailed' members list from Membership Chair that still get printed and mailed copies. Print address labels. Make two-sided black & white copies. Keep receipts for copies, supplies, postage; record costs; and submit receipts for reimbursement.

REQUIRED ITEMS: The following items need to be included in each newsletter:

- FRONT PAGE THINGS has the CCGMS logo, the COBB-L-STONES title, the theme, the volume #, issue #, month & year, and "IN THIS ISSUE" table of contents.

- THE MONTHLY PROGRAM FOR THE MEMBER MEETINGS is always the 2nd Tuesday of the month. If the VP requests it, include an advertisement soliciting ideas for future programs. Get program details from the Vice President, with the following exceptions:
 - May/June is the annual CCGMS Picnic. Align with Hospitality Chair for details needed by April/May 15. This is the only 2nd Tuesday that we don't meet for a member meeting, as the picnic takes the place of the meeting. This is for members only.
 - The 2nd Tuesday in September is the annual CCGMS Auction. Align with auctioneer for descriptions & photos of items by August 15. This is for members only. [Ask about this.](#)
 - The 2nd Tuesday in December is the annual CCGMS Holiday Banquet. Align with Hospitality Chair for details needed by November 15. This is for members only. It's where the club's officers are installed for the next year and where annual awards are announced.
- The MINERAL OF THE MONTH is also the SILENT AUCTION item at the member meetings. Align with auctioneer for descriptions & photos by the 15th of each month.
- PRESIDENT'S MESSAGE. Request message from the club's President by the 15th of each month.
- SAVE THE DATE is a quick outlook of the events that month and in the upcoming months. Remove old dates and put in new ones, as applicable.
- FROM THE EDITOR is a brief message about that month's newsletter theme and an update regarding the newsletter contest winners from the previous month. The newsletter contest is where the editor places an image related to that month's theme randomly somewhere in the newsletter. Members will reply where that image is found and the people with the first five correct responses will get an extra door prize ticket at the next member meeting. At the next member meeting, align with Door Prize Chair re: extra door prize tickets.
- CONTACT US section has our physical clubhouse location, the address, our email, our website, and our mailing address.
- OUR MISSION is taken from the ccgms.org website. Align with webmaster if there are changes.
- ANNOUNCEMENTS is a brief section about changes/updates that may deviate from normal operations.
- JUNIOR ROCKHOUNDS is always the 1st Saturday of each month. Align with Junior Rockhounds Chair for details needed by the 15th of each month. Get JUNIOR ROCKHOUNDS report, pictures, and photo credits from Junior Rockhounds Chair by the 15th of each month. If Junior Rockhounds Chair requests it, include an advertisement soliciting ideas/programs.
- FIRST TUESDAYS CLASS is always the 1st Tuesday of each month. Align with First Tuesdays Chair for details needed by the 15th of each month. Get FIRST TUESDAYS report, pictures, and photo credits from First Tuesdays Chair by the 15th of each month. If First Tuesdays Chair requests it, include an advertisement soliciting ideas/programs.
- COBB-L-SHOP Align with Head Foreman and/or Workshop Coordinators for schedule for the next month. Indicate typical days and list exceptions for the next month. Include contact information (with permission of each workshop coordinator). The Cabbing Classes information sections rarely change from month-to-month, but double-check for updates. If the Head Foreman requests it, include an advertisement soliciting missing/needed roles.
- MEETING MINTUES Get minutes from Recording Secretary. There will not be minutes from September and December Meetings, nor for the month that we have the picnic.
- CCGMS EVENTS & REPORTS (such as the CCGMS Gem & Mineral Show, Rock Swap, Spring & Fall Work Days, Picnic, Auctions, Grab Bags Day, Holiday Banquet) Request members to write an article to let new members know about the event. Ask members to write up an event report, take pictures, and get photo captions, and photo credits to newsletter within one week.
- FIELD TRIP NOTICES & FIELD TRIP REPORTS will come from the Field Trips Chair. Align with field trip coordinator for that trip for getting a field trip report, take pictures, and get photo captions, and photo credits to newsletter within one week. Include the ROCKHOUND CODE OF ETHICS if there is an upcoming field trip. If the Field Trip Chair requests it, include a link to the CCGMS 'Field Trip Tools & Tricks' website.
- NEW MEMBERS Align with Membership Chair for new memberships. Count primary, secondary, and dependents as part of the total number of members that we have (not as one household with a membership). Try to get background picture and caption that relate to that month's newsletter theme.
- CCGMS.ORG UPDATES Align with Webmaster re: updates to the website since the newsletter was last published

- ARTICLES Align with members for getting an article, pictures, captions, and photo credits to newsletter by the 15th of each month. If no articles are available, pull a previous article from the archives.
- TELLUS EVENTS See tellusmuseum.org and click on “Museum Events”. Pick 1-2 rock/geology related items to share. We have permission to share their events (with pictures and descriptions) in our newsletter, with credit to Tellus.
- ROCK & GEM SHOWS See rockngem.com and click on “Shows” and select “Events Show Dates”. Select shows that are local to the southeastern United States if possible. We have permission to share this information in our newsletter, with credit to Rock & Gem.
 - For the Gem & Mineral Show in November, obtain the flyer / advertisement from the Publicity Chair by October 15.
 - For the Rock Swap, obtain the flyer / advertisement from the Publicity Chair by March 15.
- MEMBERSHIP PERKS rarely change from month-to-month, but double-check with leadership team if there are updates.
- CCGMS LEADERSHIP TEAM double-check with Recording Secretary if there are updates. Periodically confirm contact information if not in regular contact with members of the leadership team.
- CCGMS CALENDAR Help Webmaster, Chairs, and Coordinators by creating a monthly CCGMS calendar in the newsletter. Use the calendar at ccgms.org/events to verify dates for Junior Rockhounds, First Tuesdays, meetings, Cobb-L-Shop Open Workshop hours, and field trips. If there are conflicts, notify chairs immediately; communicate updates to Webmaster as appropriate.
- BACK PAGE THINGS has the CCGMS logo, our mailing address, and website, email, and Facebook pages.

OPTIONAL ITEMS The following items have been included in each newsletter when possible or necessary:

- FACILITIES UPDATE Align with Clubhouse Facilities Chair if there are updates for the clubhouse facilities for that month. If needed, include requests for help with projects and contact information. If possible, request pictures of improvements.
- MEMBER SPOTLIGHT is a half-page article about a member. Set-up an interview with a member. Request pictures of the member and a picture from them that may be related to the newsletter theme. See below.
- TRIBUTES are a half-page article about a recently deceased member. Request submissions from members who were close to them. Request pictures of the member. See below.
- MAIL CALL is a half-page ‘post card’ from a member. Request members to make submissions.
- BIRTHSTONES is a third-page to full-page article about that month’s birthstone (modern or traditional). We have permission to share the content (but not the pictures) found at earthsky.org and gemsociety.org.
- ROCK SOLID JOKES is a short pun or joke related to rocks. Request members to make submissions. Try to include a picture that may relate to the joke.
- PEBBLES & POEMS is a poem related to rocks or minerals. Request members to make submissions. Include title, author, and source of the poem. Try to include a picture that may relate to the poem.
- ROCK HOUND OF THE MONTH is an article about our member’s dogs. Request members to make submissions. Include names of pets, how they got them, a little bit about the dog, and a photo.
- ART ROCKS are a few pictures of rock-related artwork. Request members to make submissions. Include title, artist, medium, and source of artwork.
- FOSSIL FEATURE is an article about fossils. Request members to make submissions. Try to include a picture of the fossil in the rock and an illustration of what it may have looked like.

MORE IDEAS Members had some other ideas about themes or articles that can go into the newsletter, but as of yet, there are no authors submitting articles for those ideas: Minerals of the World, State Minerals, Famous Gems & Jewelry in History, Mineral Cities, Biographies of Earth Scientists, the Use of Minerals for Healing & Spiritual Practices, Minerals of Georgia, Fossils of Georgia, Fossilization, Gemstones of Georgia, Quartz Gems, Minerals In Your Life, Georgia Geology, Faults in Georgia, Rockhound Etiquette, Hazardous to Your Health, Southeastern Earthquakes and Tremors, Georgia Dinosaurs, Exploration of Mineral Deposits, Georgia Gold, and Georgia Opal.

INTERVIEW QUESTIONS Here are some ideas for interview questions regarding the member spotlight or tribute articles.

- How long have you been a member of CCGMS? Why did you join?

- How have you (if you have) served / volunteered with CCGMS (positions/roles)? What did you enjoy most about that? Any advice for the next person in that role?
- What is your favorite things about CCGMS? What was the first event or favorite memory you participated in through CCGMS?
- What is your current occupation? Past occupations? Why did you choose to go into those fields?
- Where were you born? Where did you grow up?
- What was your family like growing up (siblings, stories)?
- Where did you go to school? College? What did you study?
- Tell me about you – family-wise... spouse/partner, children, etc. How did you two meet?
- Where do you live now? Any pets?
- How do you define success?
- Who inspires you?
- What's one new thing – rock related or not – that you learned in the past month?
- What's something about you that many people may not know?
- What 's the last/current book that you're reading.
- What would you name the autobiography of your life?
- If you could learn to do anything, what would it be?