



Others

Updated July 29, 2021

Title (click Title to go to Description)	Name	Phone	Email
Newsletter Editor/Mailer	Dan Dunton	717-352-7368	email
Website Manager (Webmaster)	Roland Foster	717-352-9991	email
Assistant Website Manager	(open)		
PN ENews Editor/Mailer	Roland Foster	717-352-9991	email
Bylaws Advisor	Dan Whaley	717-401-0469	email

Position Descriptions

NEWSLETTER EDITOR

The NEWSLETTER EDITOR (a.k.a. PUBLICATION DIRECTOR) is responsible for collecting, editing, and typesetting information for the newsletter, then labeling and mailing the monthly newsletter to members and advertisers. This position includes sending renewal notices to and collecting money from advertisers, conferencing about advertisements, creating advertisements and handling the financial aspects of the advertising including billings, active advertiser list and advertising wait list.

WEBSITE MANAGER

The Website Manager, or Webmaster, is responsible for developing and maintaining the PNHA website. This includes dealing with the domain registrar and the hosting provider, and all aspects of design and implementation of the site; and then ongoing maintenance to keep it current.

ASSISTANT WEBSITE MANAGER

The Assistant Website Manager provides backup for the Website Manager. This mostly involves performing the necessary maintenance tasks if the Website Manager is unavailable.

PENN NATIONAL ENEWS (PN ENews) EDITOR and MAILER

The Penn National ENews is a weekly email publication, with an occasional special issue, comprising notices submitted by PNHA members—mostly about upcoming events and items for sale or wanted. The ENews is not actually a function of the PNHA, but limits submissions to PNHA members and uses the PNHA website for its entry form and database. The ENews Editor reviews and edits submissions, and produces each issue as a text file. The “mailer” function includes maintaining the email distribution list and using the mailing service to send each issue to the recipients.

BYLAWS ADVISOR

The Bylaws Advisor provides guidance to the Board of Directors concerning the organization’s bylaws—primarily making, or commenting on, suggestions for changing them.