

JOB DESCRIPTION

NEWLETTER EDITOR

The Role

To produce the required number of newsletters each year and to arrange their distribution.

Newsletter

- Draw up a timetable for the year:
 - Deadline for coordinators
 - Deadline for the completion of the newsletter for proofreading
 - Email PDF copy to Technotype for photocopying and collating
- Receive copy from members, usually coordinators
- Edit where necessary or appropriate. (Large edits should be referred back to the writer)
- Produce the newsletter
- Organise proofreading
- Liaise with Web Manager

Distribution

- Email:
 - Update email contacts list from information supplied by Membership Secretary
 - Email PDF or Word versions as appropriate
- Posting:
 - Canvass members for volunteers for postal distribution
 - Organise rota for posting
 - Buy envelopes and stamps Update posting list
 - Print labels
 - Distribute specific number of envelopes and stamps