

ROLES & RESPONSIBILITIES

NEWSLETTER EDITOR

- Send request for monthly reports, on the last Tuesday of the month, to the Committee to respond with reports to the Newsletter editor by the Friday prior to the Committee meeting.
- Send request on the last Tuesday of the month for the Activity convenors to respond with monthly report to the Activity Co-ordinator by the Friday before the Committee meeting.
- Send draft newsletter for reviewing and proofing by Sunday before Committee meeting.
- After review, send to all Committee members for perusal before the Committee meeting on the 1st Tuesday of the month.
- Make adjustments to newsletter and send to all club members by the 1st Friday of the month.
- Remove the personal details of the Committee members and send the finalised newsletter to the Website Editor for uploading to the Club website.