

ROLES & RESPONSIBILITIES

NEWSLETTER EDITOR

- Responsible for the production of a monthly Newsletter as per the format and containing information approved by the Committee. Such format and content can only be changed with approval from the Committee
- Coordinate and enter the flow of information provided by Conveners of various activities with the objective of meeting deadlines for circulation required by the Committee
- Provide a modified copy of the Newsletter to the Website Editor to be included on the Club's Website. Such modifications will provide for the exclusion of all private details of Members included in the text of the newsletter such as email addresses and telephone numbers, plus all references to the Club's finances
- Each month by use of email distribute the Newsletter to Members the weekend prior to the Monthly General Meeting. Further provide a predetermined number of hard copies of the Newsletter for distribution at the Monthly General Meeting, to members who do not have email facilities
- Ensure the availability of a "Buddy" who will be available to ensure the production of the Newsletter in the event the Editor is not available.