



# Role Outline: Newsletter Editor

**RESPONSIBLE TO:** Club Committee

**COMMITMENT/DURATION:** Elected position for the membership year

**PREVIOUS EXPERIENCE REQUIRED:** None

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## Role Purpose:

The primary responsibility of the Newsletter Editor is to produce the Club's monthly newsletter for members.

## Typical Responsibilities:

- Gathering content
- Preparing the newsletter – editing contributions, formatting, proofing
- Circulating the newsletter to all members in the first week of each month
- Ensuring the mailing list is up to date
- Proposing new ways of circulating newsletter content to encourage engagement.

## Skills and traits

- Eye for detail
- Creative
- Good organisational skills
- Have knowledge of GDPR and its applicability to the newsletter
- Computer literacy and publishing skills

## Key Relationships

- Club Committee
- Management Team

## Time commitment

- Approx 3-4 hours a month, mainly at the end of the month but content can be gathered and prepared throughout the month if preferred.