The Role of the Newsletter Editor

1. To receive and collate all items to be published in the Newsletter. This will include

    - checking spelling and punctuation

    - checking the text makes sense

    - standardising the font, size, line spacing etc

    - standardising how times, dates etc are displayed

2. Put all text into a Word document ready to send to the Publisher.

3. Send all photographs to the Publisher.

4. Set a deadline date for copy for the Newsletter, and about 7 – 10 days before that date e-mail all contributors with a reminder.

5. It is necessary to be able to send and receive e-mails, use the Word programme and preferably use Beacon. However, the latter can be taught quite easily.

6. The work involved will normally take the equivalent of 2 days but it is important to be available to finalise the content at the right time of the month in order to get the Newsletter to the Publisher and subsequently to the printer.

Important note:
If there is anything remotely contentious submitted for the Newsletter, it should be discussed with the Chairman.

Fab/November 2023