

HNBC Newsletter Editor – Job Description

Background information

The Newsletter Editor, one of the six Officers of the Club, is responsible for production of the Club's quarterly Newsletter and any other printed leaflets that the Club may decide to distribute from time to time.

The Newsletter is produced by a team: the Editor sources, selects and checks content, sets the overall style of the publication and ensures deadlines are met; the Production Team uses publishing software to produce a .pdf for a commercial printer, handles invoices and manages postal and digital distribution.

TASKS

1 Newsletter Content

- Source cover pictures, seek content, write editorial
- Set press dates and print dates to meet key Club target dates
- Ensure content is correctly formatted and proof read
- Ensure content (text and photographs) is sent to the Production Team(DTP) on press date
- Create and maintain a style sheet; liaise on it with Production Team(DTP)
- Remind committee 7 days prior to press date for final urgent contributions
- Remind Chair to provide *Notes from the Chair*
- Remind Minutes Secretary and Secretary to supply documents for inserts:
 - Issue No 2 - AGM minutes and copy of accounts
 - Issue No 4 - Notice of AGM (must arrive at least 4 weeks before the AGM)
- Liaise with all sections of the Production Team on DTP, Finance, Distribution (see 3 overleaf)

2 Other leaflets

- Liaise with committee members to prepare other leaflets (eg Membership leaflet, Who's Who on the Committee, and Weill's Disease card)
- Liaise with Production Team(Distribution) to obtain print price quotations and report to committee
- Arrange print run
- Distribute copies to committee members, Shop and outside organisations as required

SKILLS AND KNOWLEDGE

- Excellent written English together with strong proof-reading skills
- Confidence in the use of email, word processing software and publishing software
- Good interpersonal skills
- Discretion, especially where negotiations are on-going. If in doubt, guidance should be sought from the club Chair or Secretary.

3 Newsletter Production team responsibilities

3.1 Desktop Publishing/DTP (Minutes Secretary)

- Place text and photographs into publishing software
- Ensure formatting matches the style sheet
- Ensure all photographs are correctly attributed, including cover credits
- Update any amended contact details
- Update the Contents page
- Re-design advertisements if required
- Ensure appropriate bleed
- Proof-read and send to backup proof-readers for checking
- Make any corrections
- Send final version to Editor for checking and sign-off
- Export final document to high-res .pdf and send to printer using suitable transfer software
- Prepare low-res .pdf of final document together with .jpg of front cover
- Send low-res to Distribution for non-postal delivery
- Send low-res .pdf and .jpg of front cover to Web Content Editor for Club's website

3.2 Finance (Treasurer)

- Keep record of advertisements for print runs
- Invite advertisers to renew when paid-for advertisements run out
- Issue invoices for trade, display and non-member advertisements
- Collect fees and bank
- Notify DTP if advertisements are to be withdrawn
- Arrange payment to printer

3.3 Printing and Distribution (Shop)

Printing

- Contact printer and book printing slot
- Liaise with Treasurer to arrange payment to printer
- Keep note of current print run

Distribution – postal

- Purchase and hold stocks of paper, envelopes, labels, stamps, packing materials, ink
- Give due notice to Membership Secretary for receipt of .pdf of labels
- Maintain a list of recipients of complimentary copies
- Print labels
- Liaise with local Post Office for most appropriate method of posting
- Collect Newsletter from printer
- Envelope, stamp and post out
- Aim to despatch Newsletter within 2 weeks of press date

Distribution - digital

- Send out low-res .pdf by email to members requesting non-postal delivery