

HNBC Newsletter Editor – Job Description

Background information

The Newsletter Editor, one of the 6 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.

TASKS

1 The Newsletter

1.1 Content

- Source cover pictures and seek contributions
- Remind committee 7 days prior to press date for final urgent contributions
- Commence assembling the newsletter on press date
- Print inserts as required:
 - Issue No 1 - AGM agenda
 - Issue No 2 - AGM minutes and copy of accounts
 - Issue No 3 - Keay and Hemelryk Award forms
 - Issue No 4 - Notice of AGM

1.2 Advertisements

- Include an invitation to renew in the issue that the advertisement runs out
- Re-design if required
- Keep record of advertisement for print runs
- Collect fees and bank
- Send receipt for payment of invoice

1.3 Stock

- Purchase and hold stocks of paper, envelopes, labels, stamps, packing materials, ink

1.4 Printing

- Contact printer and book printing slot
- Convert document to large pdf and email to printer using suitable transfer software
- Liaise with Treasurer to arrange payment to printer
- Keep note of current print run

1.5 Distribution

- Give due notice to Membership Secretary for receipt of .pdf of labels
- Print labels
- Liaise with local Post Office for supply of mail bags. Weigh when filling
- Receive magazine from printer: envelope, stamp, bag and post out
- Aim to despatch magazine within 2 weeks of press date
- Send out email copies to members requesting non-postal delivery

1.6 Website

- Prepare low res .pdf of magazine (members section) and 2/3 taster articles (public) together with .jpg of front cover and Word copy of index
- Send to Web Content Editor for uploading to club's website

2 Other leaflets

- 2.1 Liaise with committee members to prepare other leaflets (eg Membership leaflet, Who's Who on the Committee, and Weill's Disease card)
- 2.2 Obtain print price quotations and report to committee
- 2.3 Arrange print run
- 2.4 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, publishing and word processing software
- Good interpersonal skills
- Discretion, especially where negotiations are on-going. If in doubt, guidance should be sought from the club Chairman or Secretary.