



Combe Mill Society - Role Description

Date: October 2022

Issued by: _____

Role Description: : Newsletter Editor

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1. Principal tasks

The newsletter is a key vehicle for communicating with our membership. It also provided a record of our activities for the archive.

As newsletter editor your task is to maintain close contact with what is going on at the Mill both on the ground and in committee and to keep the wider membership informed and involved.

Our newsletter is published at the start of each month

You will be responsible for producing and posting the paper copies – we usually post out 15-20 hard copies each month and publish the majority using MailChimp.

A list of recipient members can be generated from the membership database.

You will need to maintain the list of eligible members in MailChimp

To succeed in this role you will need to attend all committee meetings, even if you only want to be an observer.

You will need to capture activities at the Mill and provide the essential photographs for the newsletter.

To reduce your workload you should encourage other volunteers to contribute articles and photographs for publication.

You will be able to use a document publisher software package, photo editing packages, and to produce pdf versions of the newsletter to post on our web site and e-mail to members.

You need to be able to write in an informative way to engage our readers, be able to write good English and spelling, and have a good eye for page layout.

2. Financial responsibilities (if any)

Reasonable costs of computer consumables, postage and stationery may be claimed against receipts.

NOTE:

In consultation with the Directors this Role Description may be changed from time to time to suit the business needs of the Combe Mill Society.