

PROBUS CLUB OF DURHAM WEST

NEWSLETTER EDITOR ROLE – UPDATED MAY 2023

NEWSLETTER EDITOR – 2023 role description in detail.

Minimum 1 year term.

Attend monthly General and Management Team meetings.

- **Create a Monthly Newsletter:** This is initially created as a text document in Word from the submissions received from the list of Newsletter Submitters. The previous month's Word document is used as a template. When finalized, this is saved as a PDF document and filed under Files\Documents in Wild Apricot.
- **Deadline for Submissions:** A request for Submissions is sent out on the second Sunday of the month (the Sunday following the GM). This request is sent via Wild Apricot to the group labelled **Newsletter Submitters** with a deadline of the following Saturday at midnight (6 days).
 - As submissions are received, the names are checked off the list of submitters with any comments
 - When the text version is complete it is sent to the President and Vice President for comments/edits.
 - Once the text version has been approved, the information is entered into Wild Apricot to produce an email version (e-Newsletter) for sending to the membership.
- **Publication Date:** The Newsletter is emailed to all members on the first day of each month except January. The December Newsletter covers both December and January.
- **Membership List:** Since Wild Apricot cannot email attachments, a separate up-to-date list of members is kept in **Gmail Contacts**. New members' names are received from the Membership Chair to add to the Gmail list.
 - New entries to the Gmail contact list should have the names entered as "last name" first and "first name" last to ensure an alphabetical listing by last name. These entries should also contain all available contact information.
 - New members being added to Gmail Contacts should be labelled "**Newsletter**" and/or any other category that applies.
 - When sending or forwarding documents using Gmail, the "To" section should only contain the name of the person sending the email. All other recipients should be listed under BCC to ensure the privacy of the other members' email addresses.
- **Members Corner:** Only Town of Ajax information pertinent to seniors including Library Events (Bridge, Cribbage and Euchre) and miscellaneous PROBUS notices should be posted here. If a member wants any other information to go in the Newsletter it must be approved by the Management Committee.

- **PROBUS Club of Durham West** events are to be listed in the Newsletter with links to registration information.
- **Non-PROBUS Club of Durham West (travel):** All events or excursions not directly related to our club must be approved by the Management Committee in writing (posted in the minutes) to ensure:
 - they do not involve an activity prohibited by the club's constitution;
 - they are offered to the membership as events/excursions for which the club has no association, responsibility or liability
 - They do not materially conflict with social events organized by the club's Social Committee.
 - Event must not be for personal profit. Once approved they can be listed in the Newsletter or they can be advertised on a table at the back of the room at the monthly General Meeting.
- **Other Clubs:** Newsletters received from other clubs will be forwarded to the Management Committee for their information.
 - The newsletter editor will send out a notice of "Social events" being offered by other clubs in the district. This notification will only be sent out should the other club's event be in jeopardy of cancellation due to low numbers.
- **Expenses:** Keep a yearly record of any expenses incurred. Submit a request by email to the Treasurer for reimbursement of current expenditures.
- **Newsletter Rules Set Out by Management**
 - Any notices of bereavement or illness received at durhamwestprobus@gmail.com will be forwarded to the Secretary who will arrange to send a condolence card.
 - Any notices that might be of interest to the Management Committee members (e.g. possible Speakers, etc.) will be forwarded to them.
 - The club email address and password are only to be held by the Newsletter Editor and Secretary. The Secretary is to be informed immediately of any changes. The official club email address is durhamwestprobus@gmail.com. The current password is NewPro2022vbnm!
 - PROBUS is to be capitalized at all times. The correct name of the club is PROBUS Club of Durham West.