



"Working for a cycle-friendly Reading"

[www.readingcyclecampaign.org.uk](http://www.readingcyclecampaign.org.uk)

<b>Job Description</b>	<b>Newsletter Editor</b>
<b>Date</b>	<b>November 2014</b>

The newsletter editor job is purely editing, there is no designer skills required. The skills you need are a good grasp of the English language, and being organised. The time commitment for newsletter role is split as follows:

#### **Attending committee meetings**

Meeting with the committee members for about 2.5 hours every month.

An agenda is set and discussion is around the latest issues on our campaigns and issues raised by members. It is helpful if the editor attends so he/she gets a flavour of what the hot topics and latest issues are, and to have an idea of the content of the next newsletter.

#### **Production of the newsletter (10-20 hours once a quarter)**

1. Send an email to committee members and other regular contributors, about the deadline for articles for the newsletter two weeks in advance.
2. Email advertisers and people who have ads under "bits and bobs" to ensure they wish to continue advertising
3. Send an email to the [lead newsletter distributors and CTC contact](#) to notify them that we are starting to work on the newsletter.
4. Send a reminder email to the committee, 1 week before the deadline.
5. Once all articles are in, copy all into a word document and proof read each article to ensure it is grammatically correct, sufficient punctuation and no spelling mistakes
6. Edit as necessary so that articles are of an appropriate length.
7. When this is ready, sent to the [newsletter designer](#) so that it can formatted into the newsletter layout
8. Once the designer sends back the 1<sup>st</sup> draft, email to the [proof reader](#) and committee. Invite feedback from the committee about the content of the article
9. Agree any changes with the committee / contributors. Amend the document clearly highlighting the changes and forward this to the designer.
10. If there is time the 2nd draft can be circulated for further comments.
11. Once the designer has finished processing the committee changes, circulate one final time to the committee
12. Email the membership secretary to get number of printed newsletters required
13. If there are no further changes, ask the newsletter designer to send PDF file to the printers, together with the print run numbers.
14. Email lead newsletter distributors to tell them that the newsletter is with the printers.
15. Email [treasurer](#) the list of people he has to bill for adverts (especially if there are new ones)
16. Obtain a copy of the final PDF newsletter from the designer and send to the [Website Manager](#) to upload onto the website.

#### **Key**

*Lead newsletter distributors – Ian Humphreys/ David Betts*

*Newsletter designer – Alice Elliott*

*Proof reader – Chris Sinclair*

*Treasurer – Martin Cook*

*E-newsletter – Leendert van Hoogenhuise*

*CTC contact – Karen Robertson/ Nick Clark*