



## NEWSLETTER EDITOR Job Description & Responsibilities

### Responsibilities

The role of Newsletter Editor is an appointed position. Nominations for this post must be received by the General Secretary prior to or at the October Management Committee Meeting of the Essex Association of Change Ringers and can only be put forward with the agreement of the candidate, by a proposer and seconder.

Rounds & About (the Newsletter) is produced three times a year to coincide with significant events in the Association's calendar, in particular: the Annual General Meeting (distributed at the beginning of April, with the Annual Report); the Annual Dinner (distributed early August); and the advertisement of the Essex Ringing Course and Christmas/ADMs (early December in time for Carol Services).

At present the preferred printers are the Print Unit at Chelmsford Diocesan Offices, Guy Harlings, New Street, Chelmsford. These are significantly more cost effective than over the counter copy shops and work from either paper masters or PDF files.

At present 210 copies of the newsletter are required, with 200 copies of any other posters, forms etc.

### Role

The Newsletter Editor is responsible for:

- Collation of matters of interest for inclusion in Rounds & About, as a minimum:
  1. Prior to the production of the newsletter, issue reminder emails for the following:

What	When	Who
AGM Notice	April	General Secretary
February Committee Notes	April	General Secretary
Association Register	April	General Secretary and District Secretaries
Diary Dates	April	District Secretaries
Annual Dinner Notice	August	General Secretary
AGM Write Up	August	General Secretary or Public Relations Officer
Striking Competition Results	August	General Secretary
Association Register	August	General Secretary and District Secretaries
Diary Dates	August	District Secretaries
Annual Dinner Write Up	December	Public Relations Officer (or other nominated person)
Association Officers Notice	December	General Secretary
October Committee Meeting Notes	December	General Secretary
Essex Ringing Course Advert & Poster	December	Essex Ringing Course Administrator

2. Look through The Ringing World for details of first quarters, first peals and firsts as conductor (or request information from Peals Secretary). Also for other information for the Association Register.
  3. Include articles and information from other contributors as space allows.
- Preparation of the newsletter into formats that are easily replicable for the Association website and the chosen printers, e.g.:
    1. Using Microsoft Publisher Template, apply standard information such as Title, EACR logo and registered charity number (mandatory), date and issue number
    2. Use of a consistent 'corporate identity' helps to provide instant recognition for the newsletter
    3. Permission to use other logos or reproduction of articles or information should be obtained before inclusion (especially any copyrighted information)
    4. Credit to the author of an article should be stated
    5. Inclusion or exclusion of an article is at the discretion of the Newsletter Editor and may on occasions be limited by space
  - Submission to the printers;
    1. Save as a PDF file in ready-to-print format (i.e. A5 pages laid up on A4 in the order they are to be printed - Publisher 'booklet' format will do this for you), email to the printers (currently The Diocesan Print Unit [printunit@chelmsford.anglican.org](mailto:printunit@chelmsford.anglican.org)); or print and send paper masters for copying.
    2. Covering email, or attached letter of instruction should state number of copies required and colour of paper and date required by (newsletter x 2 per tower, all others x 1)
    3. Set a 'read receipt' when sending email to ensure that it has been received and ring them during the next working day to confirm receipt and completion date.
  - Collection from the printers;
    1. Telephone printers (01245 294404) prior to collection to ensure that it is ready
    2. Collect from Guy Harlings
  - Distribution to Districts;
    1. Ensure that Newsletter Header is up to date with changes in District and Association Officers
    2. Ensure that any further instructions are included before printing headers off
    3. Collate correct number of copies of newsletter and other documents for Districts
    4. Every member of the Exec Committee receives their own copy via the District distribution
    5. The Hon. Gen. Secretary receives an additional 17 copies of the newsletter (not any other docs)
    6. Distribute to District Officer for that District in appropriate manner (some may require posting)
    7. Ensure that this is done in a timely manner following printing. The April edition must coincide with the Annual Report distribution at the Essex Ringing Course.
  - Submission to the webmaster;
    1. Save as a PDF file in A5 format
    2. Email to webmaster. This can be done at the same time as emailing to the Printers, but should not be published on the website until the hard copies are being distributed.
  - Ensuring that the invoice is sent to the Association Treasurer for appropriate payment.
    1. For speed, request that invoice is sent directly to the Association Treasurer (they will need name and address on the letter).