Bruce Trail Club
Volunteer Position Description

E-Newsletter Editor

To create, edit and deliver an electronic newsletter to interested parties, both members and non-members of the Club.

Essential Elements:

- Read the Volunteer Orientation Booklet including the Volunteer Pledge and sign the BTC Confidentiality Agreement
- Collect, write and edit interesting stories and news items about the local area and Club
- Distribute the e-newsletter to interested parties, both members and non-members, on a regular basis as determined by the Club
- Maintain the privacy of all email recipients personal information
- Follow the design standards set out by the BTC

It is helpful to have:

- Good knowledge of computers and email
- Some knowledge of design
- Background in writing and editing