



Bruce Trail CONSERVANCY

Bruce Trail Club Volunteer Position Description

Newsletter Editor

Produce and distribute the Club newsletter, ensuring accuracy of information and consistency of the BTC brand image

Essential Elements:

- Read the Volunteer Orientation Booklet including the Volunteer Pledge and sign the BTC Confidentiality Agreement
- Monitor Club and BTC activities for newsworthy events and encourage members to submit articles for the Club newsletter
- Ensure that material is prepared to deadline and is consistent with the style required for the desktop publisher
- Liaise with the Editor/desktop publisher as needed to ensure deadlines are met and to address any problems that may come up
- Liaise with staff at Head Office, printer and mailing house to ensure that deadlines are met or to address any problems that may come up
- Create an electronic format of the newsletter to be distributed to those on the electronic newsletter mailing list
- Report to the Club Board on newsletter production status or problems/issues
- Provide proofreading
- Ensure the BTC brand image is reproduced within the BTC standards

It is helpful to have:

- Good organizational skills
- Good communication skills
- Background in newsletter production
- Proofreading and editing skills would be helpful