



Position Description

Position Title **Probuzz Editor**

Position Description - general

Create monthly Probuzz Newsletter. Manage printing as required and send to members via MailChimp. Update members list on Mail Chimp as required.

Position Duties

1. Collect material for the newsletter. Usual content is President's message, reports on recent speakers, list of upcoming speakers, reports on upcoming social events, any notices or event reports submitted.
2. Remind contributors by email if they have not submitted by the deadline - usually 28th of each month.
3. Layout material onto number of pages agreed by executive – currently four at letter size (8.5” x 11”). Include photos, edited as necessary. Use whatever software works – Microsoft Publisher works well. Include banner as previously used. Include page numbers.
4. Print to PDF
5. Copy pdf onto USB stick and ask Staples to print the number of copies agreed by management committee. Pick up the printing order, pay Staples, then submit receipt to Treasurer for refund.
6. Upload .pdf to website or send file to webmaster and request that it be uploaded.
7. Log on to Mail Chimp and start a “campaign”. Compose short cover message and include link to newsletter on website.
8. Bring printed copies to first meeting of the month.
9. Update Mail Chimp subscriber list as members join or leave as advised by Membership Committee

Date Last Updated

February 2020