



# Newsletter Editor

Voluntary Job Description

## Summary

To produce “Hartley News” twice a year and to print meeting “packages” as required by the committee Secretary. To print all HADRA literature required throughout the year.

## Essential Duties and Responsibilities

- Edit for committee circulation copies of “Hartley News” and incorporate feedback into the publication as received from the committee and Newsletter Sub-committee.
- Gain sufficient sponsorship and advertisements through advertising to ensure that the newsletter is financially self-sufficient and profitable.
- Send the final committee-approved version to printers for pre-printing proofing.
- Proof the final version together with the Newsletter Sub-committee and instruct printers to proceed as necessary.
- Collect the final printed newsletters from the printer and distribute to the Newsletter Distribution Officer.
- Print sufficient copies of the meeting “package” as received from the Honorary Secretary for distribution at all HADRA meetings.
- To attend HADRA Committee Meetings and other such meetings as necessary.

## Membership of Sub-committees

- Newsletter Sub-Committee

## Deputise For

- None

## Appointed by

- HADRA AGM, or
- HADRA Chairperson