



Type: Guide	Northumbria Blood Bikes: Auxiliary Role Description – Newsletter Editor		
Owner:	Publicity Officer	Author:	Kirsty Lawrence
Approved:	9 <sup>th</sup> February 2018	By:	Executive Committee
Doc Ref	AUX3203	Version	1.2

#### **A. Why do we need this guide**

This guide sets out the roles and responsibilities of a Newsletter Editor.

#### **B. Who is responsible for this guide**

The Publicity Officer of the group is responsible for the maintenance of this guide.

The Executive Committee is responsible for approving this guide.

All members of NBB Committee and any holder of the Newsletter Editor role must be familiar with the information in this guide.

#### **C. When will this guide be reviewed**

This guide will be reviewed a maximum of Two years following its approval.

#### **D. How will changes be notified**

The latest version of the guide will be made available via the members' library on the group website. New versions will be announced via email to all members of the executive committee and holders of the Newsletter role.

## **1. Aims of the Role**

- 1.1.** The Newsletter Editor will assist the Publicity Officer with producing our charity's regular newsletter for publication to the general public and our membership.

## **2. Who does this role report to**

- 2.1.** The Newsletter Editor reports to the Publicity Officer.

## **3. Responsibilities and Duties of the role**

- 3.1.** The Newsletter Editor will be responsible for:

- 3.1.1.** Managing all of the written content and photographs received for inclusion in the publication. This includes the Executive Committee, membership and the public.

- 3.1.2.** Liaising with the Talks Coordinators and Young People Engagement Coordinator for an update on the number of talks held each month.

- 3.1.3.** Taking information from the events calendar regarding events/talks past and upcoming to be included in the publication of the monthly newsletter.

- 3.1.4.** Working with the Treasurer and Fundraising Officer to ensure that relevant income is acknowledged in the publication.

- 3.2.** The Newsletter Editor will work with the Publicity Officer to ensure that the publication is appropriate for release to the public and membership.

- 3.3.** The Newsletter Editor will produce a draft newsletter for the Publicity Officer to approve ready for publication at the start of each month.

## **4. IT System Requirements**

- 4.1.** This role requires additional access to ICT systems beyond those of a normal member

- 4.1.1.** Additional requirements for website access:

- This role does require access to the details given to the membership on the events calendar

- 4.1.2.** Additional requirements for OLRS access:

- This role does not require access to OLRS

- 4.1.3.** Additional requirements for Email access:

- This role does require a personal NBB email address
- This role does require a role-based email address (with multiple post holders add a number for each one) – newslettereditor1@northumbriabloodbikes.org.uk

- 4.1.4.** This role does require access to Slack

**Northumbria Blood Bikes:  
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**Version Control and History**

<b>Date</b>	<b>Version</b>	<b>Author:</b>	<b>Reason For Change</b>
February 2018	1.0	Kirsty Lawrence	First Version
January 2020	1.1	Ronnie Paton	Document Review
January 2025	1.2	Kirsty Lawrence	Document Review