



PROBUS CLUB OF HOLLAND PARK Inc.

NEWSLETTER EDITOR AND WEBMASTER ROLE STATEMENTS

A. NEWSLETTER EDITOR JOB DESCRIPTION AND PRIMARY DUTIES

1. Compile and edit the Newsletter content. Compose and forward Newsletters to members.
2. Send a copy of the Newsletter to the Club Webmaster.
3. Save a PDF copy locally and then upload to Club Cloud Server.
4. Compile and maintain a financial Members email distribution list.
5. Continually liaise with the Membership Officer for additions and/or deletions.
6. Compile/organise all relevant Club management files on local computer then upload to Club Cloud Server.

Inclusions for the Newsletter to include:

1. President's report
2. Secretary's report
3. Treasurer's report
4. Membership Officer's report
5. Tour officer's report
6. News of any club interest groups and contact numbers.
7. Summary of Guest Speaker's presentation with photos
8. Photos of new members welcome and badge presentations.
9. Calendar of activities for the coming month and future planned events.
10. Other information or reports that the Management Committee wishes to convey to all members and any information intended for all members from Probus South Pacific Limited.

B. WEBMASTER JOB DESCRIPTION AND PRIMARY DUTIES

The website should be as functional and informative as possible for the use of our members and the wider interested public. (E.g. prospective members, other Probus clubs, etc.) It should also provide an historical record, as far as practical, of Club activities and documents for posterity.

The Webmaster is to:-

1. Review, and Publish the Club monthly Newsletter on the Club Website
2. Develop, maintain the Club Website using the services of PSPL microsite
3. Liaise with the Club Committee to maintain and post up to date information
4. Ensure that wherever possible, the website remains compliant with appropriate standards to ensure interoperability with various browsers.
5. Arrange with the Treasurer for payment of the annual Website Server account
6. Update the Website each month to include next Guest Speaker and historic Guest Speakers page.
7. Publish photographic files of Club activities
8. Update the Outings and Events Calendar page