The Probus Club of Rouse Hill Inc.

Role Description – Newsletter Officer – Issue Date Feb 2026

Must ensure Privacy requirements are met.

Must be aware of Newsletter content requirements as required by the Club.

Include the agreed content in each Club Newsletter.

Ensure that members are emailed a copy of the previous month's Newsletter where possible, one week prior to the General Meeting. This is achieved by sending PDF copy to president for checking . Once corrected it is sent to the club secretary for circulation

Keep copies of the newsletter in either hard copy or electronically for reference.

Liaise with the website team to ensure relevant information is provided to upload to the website.