



Newsletter Editor

HEN Description of Responsibilities Consecutive terms limited to 5 years

revised October 2020

General Responsibilities for all NCB members

Each NCB member

- shall function within the remit of the HEN Constitution.
- shall treat each other with respect and adhere to the Code of Conduct for NCB Officers as set out per NCB policy.
- has a responsibility, in addition to the specific duties for each role, to participate in matters related to the daily operation of HEN, including discussions and decision making for policies and issues that arise.
- should endeavour to attend a minimum of two NCB meetings in the year in which they serve, from one AGM to the next.
- needs to be able to carry out additional business of the NCB outside of the NCB meetings via electronic means, including by email, Facebook groups and phone.
- Will be aware that any email address they use will come under the remit of the Data Protection legislation. It is therefore advisable that they use a generic HEN email address and not their personal email address for electronic correspondence.

Specific Responsibilities for the Newsletter Editor

The Newsletter Editor:

- Manages the newsletter email address – newsletterhen@gmail.com – and uses this address for any communication in their role as Editor.
- Produces up to four Newsletter per term in office, ideally Spring, Summer, Autumn and Winter. The exact timing and any adjustment to the number of issues is up to the Editor, in accordance with the NCB.
- Designs a structure for the Newsletter. The Editor is allowed to change the format to suit their own vision, keeping in mind HEN ethos and objectives and in accordance with the NCB.
- Sets up a design (i.e. colours, images ...) respecting the current copyright law for the newsletter. Editable copies of the previous issues will be provided.
- Encourages members to contribute via email as well as via the HEN Facebook group.
- Sources or writes content as suitable, or when needed.
- Liaises with the ChickLit Editor to coordinate the production of the ChickLit, in conjunction with the Newsletter.
- Ensures all content is in line with HEN ethos and objectives.
- Ensures that the required information is in each issue, e.g. list of currently serving NCB members, Local Contacts etc.
- Liaises with the NCB members to review the content.
- Gets at least three quotes from different printers for each term of office, to ensure that we continue to get the best value for HEN.
- Liaises with the Membership Officer to have, for each issue, the most up-to-date distribution list.

- Sources envelopes, labels and postage as needed and arranges for the printing of the Newsletter and relative payment in coordination with the Treasurer. Supplies and services are reimbursed to the Newsletter Editor, who may maintain a float to cover costs of the printing and posting of the Newsletter.
- Distributes the Newsletter – together with ChickLit – both via email and via post, assembling the envelopes as necessary.