

# VFMC Job description – Newsletter Editor

## 1. Newsletter compilation tasks:

- 1.1 Send out each issue well before the first Saturday of each month (except January when there is no newsletter over the summer break) so that it reaches all club members before the Family Dance, which is held on the first Saturday night of each month.
- 1.2 Use templates on Publisher, which are at present 16 pages, as they must be multiples of 4.
- 1.3 Send out TWO PDF files each month – one electronic version and one hard copy version. The electronic version (coloured) is emailed to most members via VFMC newsletter and the hard version (black & white) is sent via email to Membership Officer, who then prints and distributes copies to those members on the hard/ printed copy list.
- 1.4 Keep a special folder on computer for items for the newsletter, which various members may send in for publication, e.g. folk history, sale of an instrument.
- 1.5 Store PDFs of each newsletter in the VFMC newsletter folder on computer.
- 1.6 Store each Publisher version of each newsletter in a VFMC Publisher folder.
- 1.7 Contact Publicity Officer for the flyers for next Concert Night, Dance Convenor for the Dance Pages, and Concert Party Convenor for the Billabong Band Report as well as for photos of Concert Nights, dances and Billabong Band gigs.
- 1.8 Follow the established format as much as possible, e.g. page 1 = table of contents & photo, page 2 = club info and calendar for next month, page 3 = flyer for next Concert Night, last two pages = other folk clubs & VFMC membership application form.