



Volunteer Newsletter Editor

Responsible to: UE Loyalists Bridge Annex - Board of Directors

Hours: As required for production of quarterly newsletter

Purpose of Role: To develop a robust newsletter quarterly, which includes a mix of branch highlights/news, genealogical and historical content, etc...

Summary of Role:

1. Work closely with Board of Directors to ensure that branch updates are included in the newsletter
2. Researching and writing of short articles on issues of interest to UE Loyalists Bridge Annex, UELAC, and wider community
3. Solicit content from membership and public for inclusion in
4. Edit and/or soliciting editing volunteer (approved)
5. Submit completed newsletter to individual responsible for posting *one week prior to publication date*
6. Knowledge of and ability to use Mailchimp is desirable

Relevant Qualities, Skills and Experience:

1. Good interpersonal skills – friendly and enjoys interacting with people
2. Basic research skills
3. Ability to effectively communicate information and ideas in written format
4. Basic Design skills – experience of using Microsoft Publisher or similar software is desirable, but training can be given
5. Enthusiastic attitude
6. Willingness to work as part of a team

Everyone who volunteers with UE Loyalists Bridge Annex:

1. Works within the guidelines of the Volunteer Policy and related organizational policies and procedures
2. Acts as a representative and ambassador for UE Loyalists Bridge Annex.
3. All work undertaken and produced by volunteers for and on behalf of UE Loyalists Bridge Annex, will remain the property of the organization.
4. All volunteers of UE Loyalists Bridge Annex agree to sign the Code of Conduct and abide by all governance of UE Loyalists Bridge Annex in order to ensure quality of outcomes and performance.