

# Newsletter Editor Role Description

- Produce monthly Newsletter, including notification of groups on coffee and registration duties, plus Contacts List and Monthly Diary.
- Responsibility for ensuring the Contacts List is accurate, liaising with Group Co-Ordinator as required.
- Liaise with Group Co-Ordinator, Group Leaders and Venue Co-Ordinator, as required, to ensure monthly diary is accurate
- Send monthly Newsletter to all members and a redacted version without contact details to the Web and Facebook editors.

July 2026