

## **Job Description**

### **Clubtalk Editor – Volunteer post**

#### **Background:**

Clubtalk is (historically) a two page document (two sides of A4) sent out quarterly – but the format /style/regularity can be adapted depending on the wishes of the Editor

Ideally, it is issued approximately three times a year, usually in the Spring at the start of Season (issue in April), late Summer (after the Finals Events (issue in Aug) and in the Winter (issue in December)

Clubtalk usually requires a lead time of 4-6 weeks to prepare and issue. This involves the following process:

There has been a “Gossip” section, which means reporting on any other info to personalise the newsletter or include items that do not fit under any other section’s news e.g. births, marriages, deaths.

Request information/news items/updates from the following parties:

- Croquet Rep
- Squash Rep – Pete
- Chair of Tennis
- Fixtures Secretary
- Events director
- Quizmaster
- Chairman
- Lettings Manager

Communication is usually via email and the foyer pigeon-hole system

#### **Process:**

- Ask above people a deadline to get copy to you (e.g. two weeks’ notice)
- Formulate into a newsletter under section titles e.g. tennis, croquet, bar & lettings, the Board
- Include a diary list of forthcoming events/tournaments etc.
- Send to the Membership Secretary for copy approval
- If you are to use a design software system then create the newsletter accordingly, otherwise send to Scott Harvey who can format the newsletter in the house style.
- Send to Christine Hensby (Marketing) for distribution
- Ask printer to print approx 100 copies (double-sided, black and white)
- 25 copies to croquet section, 25 to Chris Brooks (club Administrator), 50 remain in the foyer.

May 2015