

## British Mensa Ltd - Job Description Form

<b>Division:</b>	REGIONAL
<b>Job Title:</b>	<b>REGIONAL NEWSLETTER EDITOR</b>
<b>Responsible to:</b>	REGIONAL OFFICER / REGIONAL PUBLICATIONS OFFICER
<b>Responsible for:</b>	
<b>Liaison:</b>	OTHER OFFICERS/MEMBERS/OFFICE STAFF
<b>Main Purpose of Job:</b>	<b>Create a newsletter for the members of the region that is informative and assists with their enjoyment and/or involvement of Mensa, done in accordance with the RNLE Guidelines and to meet a monthly deadline</b>
<b>Main Duties and Responsibilities:</b>	<ul style="list-style-type: none"><li>• Produce a monthly newsletter for the region in accordance with the current RNLE Guidelines, specifically:<ul style="list-style-type: none"><li>- co-ordinate and encourage contributions from officers and members within the region;</li><li>- write, collate and edit copy which should be of and reflect regional interest;</li><li>- design the pages in electronic format and proof-read;</li><li>- deliver the newsletter for publication to deadline.</li></ul></li><li>• Ensure the regional newsletter is represented at the Regional Newsletter Editors' annual conference or training event</li><li>• Be a member and contribute to the RNLE e-mail list</li><li>• The editor exercises his/her discretion on the content of the newsletter submitted (within the confines of the RNLE Guidelines). The Mensa Office will provide advice on legal issues, as British Mensa Ltd is the publisher and maintains ultimate responsibility for what is published</li></ul>
<b>Additional information</b>	<ul style="list-style-type: none"><li>• Editors will need access to a computer and appropriate e-mail, word-processing and/desktop publishing software</li><li>• Editors will receive training and support as required from the Regional Publications Officer, other editors and the Mensa Office Staff</li><li>• Editors are appointed by the Regional Officer, in conjunction with the Regional Officer.</li></ul>