

Role description – The Buzz Editor

Role summary

To be responsible for the end to end production and delivery of The Buzz and the electronic e-BUZZ on behalf of Bu3a, including commissioning and editing content, and design.

Main responsibilities

In addition to the statutory requirements and responsibilities of Trustees of charitable organisations in the UK as laid down by the relevant regulatory bodies,

1. Liaise with Executive Committee, Group Coordinators and Members to secure content is delivered to strict deadlines.
2. Recommend to and gain agreement of the Executive Committee the high level design and budget (where applicable) and frequency of publication.
3. Edit content using your own imagination and creativity to make a professional, coherent, informative and enjoyable publication that members enjoy and which reflects well on Bu3a.
4. Maintain accurate list of Committee and Group Contacts to publish alongside The Buzz.
5. Be aware of copyright regulation and ensure compliance.
6. Liaise with Webmaster to make the best use of content across Buzz and Website and to upload The Buzz to the Website.
7. Liaise with printers and receive printed copy.
8. Post The Buzz to those who receive it by mail.
9. Distribute The Buzz to pick up points and to Members at the Monthly Meeting.
10. Ensure records and archive are maintained.
11. Ensure a comprehensive handover to successor.