

## **TERMS OF REFERENCE – SHF NEWSLETTER EDITOR**

### **1. Responsibilities**

Collection & editing of articles for Newsletter

Ensure all editing is non bias

Encourage articles from both the board and members

### **2. Duties**

Ensure all articles are approximately between 50 – 500 words

Ensure all articles are appropriate for Newsletter, by both content and general writing style

Edit articles as appropriate to ensure they are the best they can be

Ensure Board is in agreement with content of Newsletter before publication by sending a copy approximately one week before Board meeting, to enable time to proof read & then confirming all articles are acceptable, or any appropriate changes required, at Board meeting

Once accepted by the Board, pass a PDF copy to Secretary to enable publication on website and to be emailed to members

Keep Board informed and up to date on all issues via emails & written reports

Any other duties as appropriate and designated by the Board