

GLOUCESTERSHIRE AREA QUAKER MEETING JOB DESCRIPTION

Title: Area Meeting Newsletter Editor(s) and Local Correspondents

General Context of the Role:

In November 2011 Area Meeting agreed to have an Area Meeting Newsletter. The aim is to strengthen the life of the AM by providing local Quaker news and views. It will be published at least 3 times a year and is not intended to replace newsletters issued by the local Quaker meetings. The likely content will be highlights from Area Meeting meetings for worship for business (reports, news, future events etc) as well as more general pieces written by members or attenders in the AM.

It is expected that each local meeting will appoint an AM newsletter correspondent whose role is to provide a short report to the editor of what has been going on in their local meeting since the last newsletter and, if they wish, highlight future events that may be of interest to a wider audience.

Births, marriages and deaths will also be recorded in the AM newsletter together with any testimonies to the grace of God in the life of deceased Friends.

Experience and qualifications sought:

No formal qualifications are required, but the Editor(s) should have:

- ✓ The ability to manage the process of producing the newsletter - collecting, collating content, arranging it in a suitable layout, and having it printed.
- ✓ Be computer literate with access to a computer and email, so that the newsletters will be available as a PDF version via email, and as a hard copy version. One hard copy will be archived on acid free paper.
- ✓ The editor may have an assistant to help with production, proof reading and any technical issues.

Main Responsibilities:

1. To ensure the newsletter is published at least 3 times a year.
2. To work closely with local meeting correspondents to ensure their reports are available for inclusion in the AM newsletter.
3. To be aware of AM business, reports that are presented and decide which would be suitable for inclusion in the AM newsletter.
4. To edit content of items submitted and set out in a suitable layout.

5. To arrange for printing (expenses will be covered by submission of receipts to the Area Meeting Treasurer) and distribution to local meetings.
6. To agree the distribution list with the local correspondents, so that Friends may have either an electronic or a paper version whichever they prefer, with local meetings defining the number of printed copies they need.
7. Local correspondents will assist with distributing the newsletters to their local meeting.

In practice this means...

1. Being aware of other AM newsletters for ideas on layout, content and ways of encouraging people to send copy for inclusion in the GAQM newsletter
2. Attending GAQM meetings for worship for business would be an advantage

Rewards and satisfactions of the job:

Getting to know more about what goes on in the Area Meeting and sharing it with others.

Getting to know Friends in other local meetings.

Satisfaction that members and attenders are more aware of Quaker life and activities beyond their local meeting.

Developing skills and knowledge of editing.

Marilyn Miles

Amended following Area Meeting 12.02.2012