

## **MCG Editor Role Nov 2021**

A good knowledge of Microsoft Word or similar desktop publishing software.

To be an active member of the committee and assist with general management of the MCG.

To produce a regular newsletter keeping members up-to-date with local news, trips, digging reports, cave access arrangements and caving developments.

To encourage members to submit articles of interest for publication by promoting the newsletter personally, and through the MCG Facebook and Google Groups.

A willingness to chase members for written reports/photos of their trips or digs.

If someone is talking about their trip or dig session, try and get them to write something down about it.

We print approximately 35 newsletters to send to a few of the older non email members, our neighbours, Chris Howes at Descent and other clubs. A full list is available. Lots of printing options available but Fosseway in Radstock is very reasonable. I send newsletters in A4 windowed envelopes with a mail merged covering letter and can help with that or share my setup if required. Alternatively used printed labels instead.

Depending on available content, you could produce 3/4 newsletters a year plus bulletins or new sheets for anything urgent in between editions!

It's not necessarily the editor who has to write everything for the newsletter, in fact you can often fill an edition without having to write much or anything at all.

Once a newsletter is produced it is usually sent out by email to all the members. Email address can be obtained from Secretary or Treasurer.

Use Facebook and Google Groups for ideas about topics that people might write about and approach them!

The modern editor is also a communicator for the group, helping to share items across our forums and to the website. If something is on Google and not Facebook or vice versa, the editor can help to share these posts.