

CREWE & NANTWICH RAMBLING CLUB

POST DESCRIPTION FOR NEWSLETTER EDITOR

The Newsletter Editor provides the main communication link to members via;

- a) Regular Newsletters – usually following a Committee Meeting – normally 6 per annum
- b) The Club Website - www.creweandnantwichramblingclub.org.uk
- c) A Facebook page – Crewe and Nantwich Rambling Club
- d) Occasional non- regular e-mails notifying members of important information between Newsletters

The Newsletter is normally a one page A4 document containing;

- a) Feedback from Committee Meetings
- b) Notification of forthcoming Social events/Holidays etc.
- c) News about Members
- d) Updates on Walk Calendars
- e) General information items

The Newsletter is converted into a PDF (Portable Data File) format to enable it to be e-mailed to members so that it can be read without the member needing to have the software on which the newsletter is prepared.

45 copies of the Newsletter are printed and given to the Membership Secretary (normally on the Coach Walk following the Committee Meeting) for distribution to members who are not on e-mail.

The Membership Secretary keeps the Newsletter Editor updated with changes in e-mail addresses.

Club Website

The Club website uses the domain www.creweandnantwichramblingclub.org.uk on a server hosted by Free Virtual Servers.

The website was started in 2008 and is written in HTML – Hyper Text Mark-up Language. Updates are created on a master file on the Newsletter Editor's computer and uploaded by an FTP (File Transfer Process) to the server.

The web site contains up to date (and past) information on all aspects of the club including walk calendars, Committee members, Club history together with an extensive archive section containing past newsletters, AGM Minutes etc.

Facebook Page

This is currently easily maintained directly on the Facebook web site under the Crewe and Nantwich Rambling Club banner and does not require any knowledge of Web Site design.