



Crewe and Nantwich Rambling Club

Post Description: Newsletter Editor



Summary

The Newsletter Editor provides an important link to members via:

- a) Periodic Newsletters – usually following bi-monthly Committee Meetings.
- b) The Club Website - www.creweandnantwichramblingclub.org.uk.
- c) A community Facebook page – Crewe and Nantwich Rambling Club.
- d) Adhoc emailing notifying members of important information between Newsletters.
- e) Walk Information Distribution.

Newsletter

The Newsletter is normally a multi-page A4 PDF 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) Rambling articles of interest.
- f) General information items.

The Newsletter is converted into a PDF (Portable Data File) format for email despatch to members.

Printed copies of the Newsletter are distributed to members devoid of email.

Periodic updates to the Membership list are published to the Newsletter Editor by the Membership Secretary prior to each Committee Meeting.

Club Website.

The Club website uses the domain www.creweandnantwichramblingclub.org.uk on a internet web hosted server managed and owned by Netnerd. The role includes management of the club's interface with Netnerd.

The website is now managed using a series of tools supplied by Wordpress. The role includes management of WebMaster duties currently being performed by Bill Pearson.

The web site contains both current and historical 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.



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Facebook Page.

The club's community Facebook page is managed by three administrators, this includes the Newsletter Editor. It is updated with future events and posts recording all walks and social activities related to the club.

Walk Information Distribution.

The Newsletter Editor collates walk information from walk leaders approximately one week before the due date and publishes to the membership via email. Copies are also published on the website.