

The PROBUS Club of Milton

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COMMUNICATIONS DIRECTORS

January 2025

The Communications Directors cover two functions.

1. **Webmaster**
2. **Newsletter**

Common Duties covering both webmaster and newsletter

1. Serve as a voting member of the Management Committee.
2. Annually review the job description and present recommended changes to the Management Committee for approval.

WEBMASTER Responsibilities

Maintaining and updating club website **www.miltonprobus.ca** in a way that promotes the Club to the general public and provides appropriate information to members and prospective members.

Note: No other person shall make any changes directly to website without approval of Webmaster. Major changes must be approved by Management Committee

Duties

Manage The Probus Club of Milton website through the GODADDY host, including setting up a password for GODADDY access and payment of the GODADDY invoice.

Control member access to the members only section and keep the membership directory up to date.

Share the website account name and password with Vice President

Update website content as circumstances dictate, minimum monthly except July and August when it may be updated after the end of August for "July and August."

If changes or updates are desired by any management member, they shall forward changes to Webmaster who will make changes if approved by him or her

Certain items in the website will be duplicated in the Newsletter.

Confidential member information will not be posted on the website including but not limited to, member email addresses, telephone numbers and mail addresses.

The website presently has the following pages

Home main purpose to attract readers - both members and others interested in joining

About us provides more detailed club information

Club Activities previous speakers, special interest groups with convenor names, activity calendar, and past activities

Newsletters current month newsletter only with private information removed.

Contact Us form to complete for new members interested in joining our club

Members Only includes the member directory, club bylaws, policies and the constitution, past newsletters and other general information

Management and Members Management members and Messages to members; this page may be split into two pages in the future

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NEWSLETTER

Responsibilities

The Newsletter Director is responsible for the timely preparation and distribution of the club's monthly newsletter. Newsletters vary widely in PROBUS, some providing concise news and announcements on a single sheet and others assuming the proportions of a community newspaper. Their size, format and choice of material is the prerogative of the editor (or committee).

Attendance at the executive meeting is required, if possible to be cognizant of the items requiring publication. The newsletter is forwarded by Canada Post or by email. (email is default option for all members). Members who do not have email can elect to receive letter by post. The preparation of the newsletter for Canada Post delivery is simply a hard copy of the pdf file emailed.

The email delivery is accomplished as a pdf file attachment. The email is sent to all members who do not elect the mail option.

The Newsletter Director works closely with the Membership Director to ensure that all postal addresses and email addresses are current and correct. It is recommended that the Newsletter Director maintain a separate but parallel "database" of all members.

Duties

1. Arrange for a copy of the newsletter to be forwarded to each club member **at least** one week in advance of the regular monthly meeting unless circumstances warrant a change.
2. Create an "Welcome New Members/Member Contact Information Changes" section in the newsletter to notify members of new members names only or names of members with changes to emails/telephone numbers. This information to be provided by the Membership Director. Include a tag line to advise members to access the detailed contact information in the Members Only section of the Probus Milton website.
3. Send out special email notices as requested by the Management Committee.
4. At the death of a club member, notify members by email at the request of the Fellowship Director. For those members without email, a list with names and phone numbers will be given to the Fellowship Director for notification by phone.

Editor normally includes the following in each issue as provided by relevant Directors or Convenors

- Presidents letter – which may include items of interest discussed at management meeting
- Items for upcoming meetings/events including information on upcoming speaker.
- Highlights of past meetings with pictures if available
- Summary of items of interest discussed at immediate past management meeting
- Reports from all management committee members who have items to announce and forward same to editor
- Reports from all interest groups that have forwarded report to editor