



PROBUS Club of Prince Edward County

Newsletter Editor

GOAL: To prepare, produce and distribute a monthly newsletter.

1. Newsletter to be sent to each member on a monthly basis
2. Newsletter editor to take photos at regular meetings or to receive photos from the club Historian/Photographer
3. All committee chairs and activity leads will be encouraged to send content (text and photos) to the Newsletter Editor to be included in the newsletter so that members are aware of upcoming events, past activities and other information of interest to club members
4. Death notices of members and their spouse/partner will be included in the newsletter if known.
5. Newsletter will be sent by email; those without email will be encouraged to find a member who will print the newsletter for them

As approved by the Management Committee on November 6, 2018.