

Role title	Newsletter editor
Principal function	Produce a monthly newsletter for the sangha
Duties	<ul style="list-style-type: none"> • Gathering information for publication, primarily from the internet and from emails about events etc. • Liaison with other sangha role-holders • Preparing the newsletter
Accountability	To the whole sangha. The person holding this role becomes a member of the Caretaking Council.
Time commitment	1 hour a week for the newsletter and 1 hour a week for Caretaking Council matters
Personal qualities	<ul style="list-style-type: none"> • Basic computer skills • Some familiarity with word processing and laying out a document. The newsletter uses MailChimp online software and this is very user-friendly. • Commitment to enhancing communications with the Sangha • Personal practice in the tradition of Thich Nhat Hanh or Insight Meditation • Some familiarity with Buddhist concepts
Equipment needed	Computer and internet access
Mentoring available	The current newsletter editor has agreed to offer advice as appropriate including with the use of MailChimp.

Revised 09 Feb 15